

Comparison of Client Accounting & Advisory Service Levels

	Virtual Bookkeeping	Virtual Back Office	Virtual Controller	Virtual CFO
Objective:	Historical Record Keeping and Tax Services	Real Time Financial Visibility	Enhanced Reporting and Automation	Grow Your Business
Services:				
Accounts Receivable			✓	✓
Accounts Payable			✓	✓
Banking Transactions	✓	✓	✓	✓
Payroll Posting	✓	✓	✓	✓
Recordkeeping	✓	✓	✓	✓
1099 Processing	Invoiced Separately	Invoiced Separately	✓	✓
Monthly Close	✓	✓	✓	✓
Financial Reporting	✓	✓	✓	✓
Management Reporting			✓	✓
Dashboards/KPIS			Basic	Customized
Processes			✓	✓
Controls			✓	✓
Interface with an Accountant			✓	✓
Automation	Minimal	Minimal	Basic	Enhanced
Annual Financial Plan				✓
Cash flow planning				✓
Strategic Guidance				✓
Bank relationships				✓
Business reviews				✓
Growth Recommendations				✓

Service Levels:	Virtual Bookkeeping	Virtual Back Office	Virtual Controller	Virtual CFO
Schedule Meetings	A la carte	Quarterly	Up to 2x per month	Up to 6x per month
Transaction Processing	30 days	4-5 days	2-3 days	1-2 days
<u>Projects:</u>				
Review/Audit Management		A la carte	A la carte	A la carte
Document Prep for Taxes	A la carte	A la carte	✓	✓
Due Diligence		A la carte	A la carte	A la carte
Board Meetings			A la carte	✓
Insurance Review			A la carte	✓
Ad hoc projects		A la carte	A la carte	A la carte
<u>Pricing:</u>				
One-time Onboarding*		1 month	1.5 months	2 months
Monthly Subscription Cost Starting At	Hourly Rate	\$1,500	\$3,500	\$6,500