

To Succeed in Business
Today You Must
Balance
Time
Internal Resources
Money

We Can Help
With Our
Customized Business
Support Solutions

Richard A. Beauchemin, CPA /

Carolina Accounting & Tax Service, PLLC

The Challenge

Most small and medium size business owners find themselves juggling multiple tasks and job functions on any given day. In today's competitive environment it is critical that business owners and managers focus on the tasks that maximize their return on investment and the profitability of their business and find alternative solutions for other time consuming administrative tasks.

The Solution

As your business partner, we understand this and provide a menu of comprehensive services to meet your business needs.

Timely financial information and guidance provide the basis of information necessary for you to make informed decisions. This, coupled with our ability to manage all of the financial bookkeeping, tax compliance, and payroll administrative tasks as well as provide you with access to HR support, saves you time, money and resources allowing you to focus on your core competencies and reach the goals set for your company.

Common Questions Business Owner Must Deal With

- How much time do you spend on the accounting, bookkeeping, tax filings, payroll, monitoring employee attendance or managing personnel and administrators who perform these tasks?
- Do you find it difficult to remain in tax compliance and find that you are paying penalties and interest on late tax filings?
- How much more efficient and profitable would you be if you could you reallocate some of the internal resources to support operations, sales, marketing or customer service?
- Are you over-paying employees that are often tardy for work and how long does it take you to total up the payroll?
- Do you have issues related to HR that must be dealt with but are too small to support an HR person?

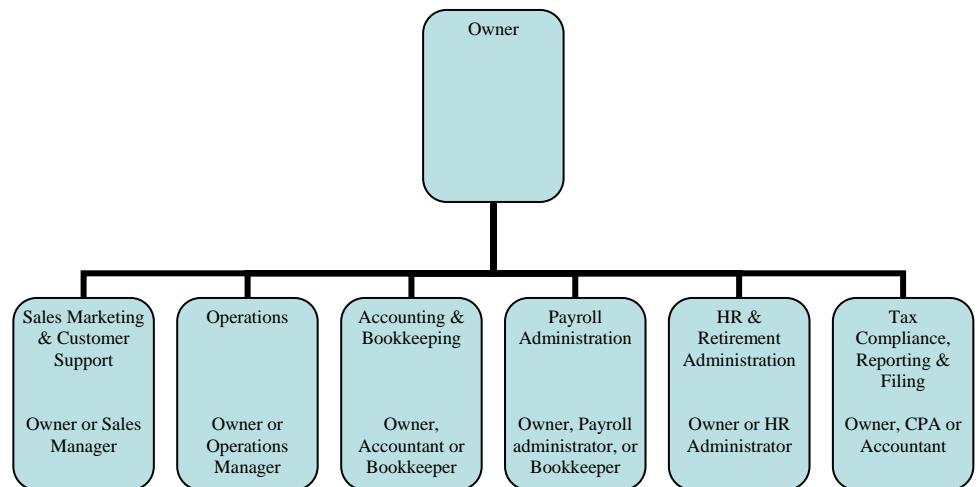
Our Commitment

We are dedicated to providing our customers with the information, knowledge and tools they require to run their business successfully.

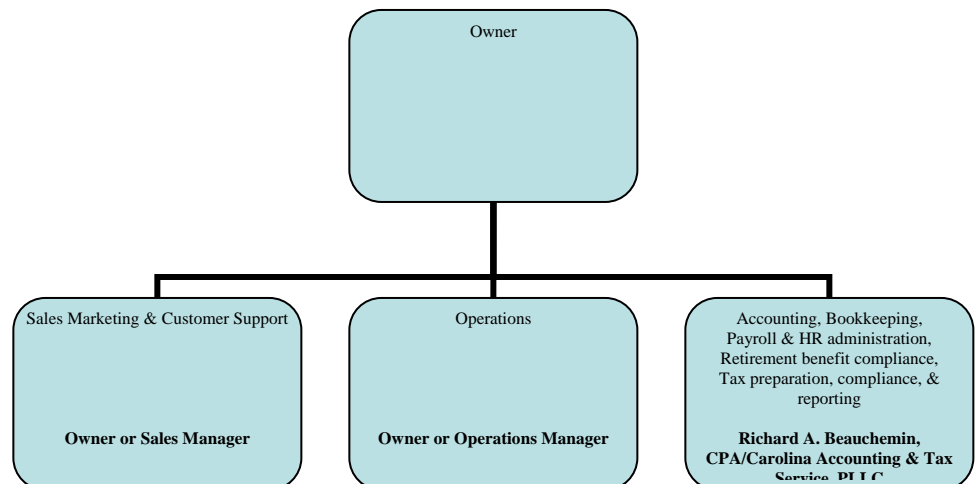
We will process all work on-time with the highest level of accuracy possible. Our employees are committed to promoting and fostering customer loyalty and long term customer relationships. We will continuously evaluate new service offerings that will add value and resources for our clients.

We believe it is only through the success of our clients that our own business will succeed.

Simplify From This



To This



- **Save Time** – We minimize the amount of time you have to spend doing time consuming administrative tasks.
- **Save Money** - decreased penalties, reduced administrative staff, improved efficiencies, access to critical HR information are just some of the ways we save you money.
- **Reduce Internal Resources** – Many of the tasks that you hire a bookkeeper or HR administrator for are tasks we can help you with.
- **Receive Critical Financial Reports** - Access to key financial reports in a timely manner is critical to making informed decisions and the success of any business.

Simplify Your Business and Focus on What You Do Best

Let Us Worry About the Rest

- Consolidate your bookkeeping, accounting, tax preparation, tax compliance & reporting, payroll administration and HR administration into one simple solution.
- Choose from our comprehensive menu of service below to create your own Customized Business Package Solution or choose from one of our bundled packages.

Financial & Accounting Administration & Reporting

Make better decisions with accurate, timely financial reports.

- Accounting & bookkeeping
- General ledger maintenance
- Financial statement preparation & reporting
- Bank reconciliation

On-Line Bookkeeping Software

Focus on your business and not your software. We provide the set-up, training, support and storage of critical data.

- Automatic Software updates
- 24/7 Access to all financial data regardless of where you are in the world
- Secure off-site data storage
- Technical training
- On-going technical support
- Advanced Software set-up

Tax Compliance, Preparation & Reporting

Avoid costly penalties, mistakes and red flags with the IRS.

- Sales tax compliance & reporting
- Payroll tax compliance and reporting
- Corporate tax preparation
- Individual tax preparation
- Annual reports
- Property tax reports
- Business license returns

Payroll Administration

One simple solution; One simple price; No hidden charges or expensive year end fees.

- Payroll checks
- Remote web payroll & Self-serve option
- Federal and State tax deposits
- Quarterly report filings
- Federal and State unemployment report filings
- Direct deposit
- Check Signing
- Year end reports
- W2's
- Workers' Compensation audits hosted in our office

HR Administration & Benefits

Save money and protect your business by managing your HR & benefits issues proactively.

- Employee timekeeping & attendance
- Pay-as-you-go Workers Compensation
- Employee Handbooks
- Hundreds of HR documents and templates for job descriptions, applications, performance reviews, etc.
- Federal and State wage & labor compliance posters
- Access to professional HR representatives
- 401k
- SEP's, IRA¹
- Section 125 "Cafeteria" Plans¹
- Health & Life Insurance¹

¹ Available through an independent partner

Member

American Institute of Certified Professional Accountants



America Counts on CPAsSM

Independent Payroll Providers Association



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Success Together



5309 Monroe Road
Charlotte, NC 28205
Phone: 704-375-2715

Email: customerservice@carolinaaccounting.com
www.carolinaaccounting.com