

Bookkeeping Services:

- Customer Invoicing and Statements Processing
- Customer Payment Processing
- Sales Tax Tracking
- Job Tracking
- Departmental Tracking
- Record Bank Deposits
- Record Checks Disbursed
- Record Credit Card Transactions
- Record Bank Charges
- Prepare Journal Entries
- Prepare Bank Reconciliation
- Prepare Credit Card Reconciliation
- Payroll Processing & Tax Filings
- Weekly Bill Payment

Controllership Services:

- Balance Sheet
- Monthly P&L Statement
- Year to Date P&L Statement
- Statement of Cash Flow
- Cash Flow Forecast
- Accounts Receivable Aging
- Accounts Payable Aging
- **Corporate and Personal Income Taxes**
- General Ledger
- Bank & Credit Card Reconciliation Reports

Additional Services:

- Forecasting & Budgeting
- Executive Summaries
- Break even analysis
- Ratio analysis
- Other – Tell us what you need



Accounting Bookkeeping Tax Services

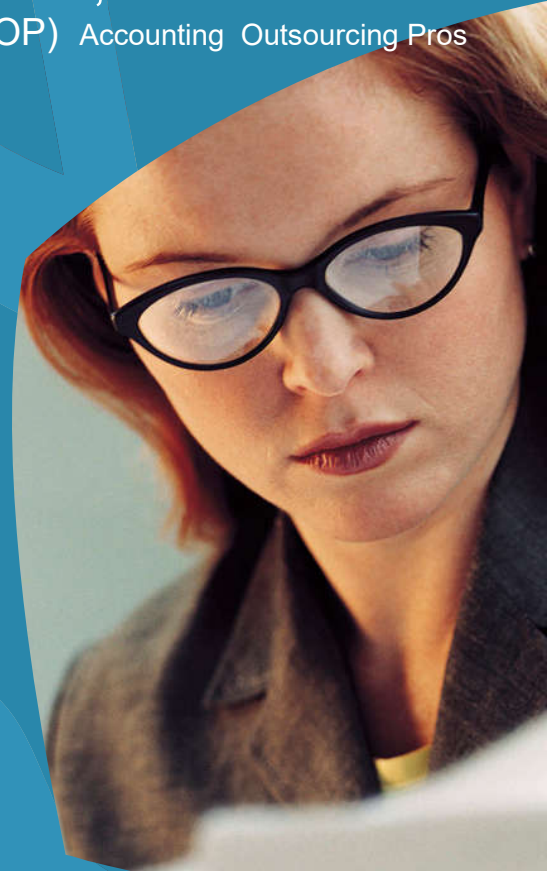
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Your Accounting Department

AOP Financial &
Taxes, Inc.

(AOP) Accounting Outsourcing Pros



“At AOP our mission is to provide small to mid-sized organizations access to the same accounting resources available to the largest organizations on the planet. Helping small to mid-sized companies compete in today’s global economy.”

- Reduce Accounting Costs 20% - 50%
- Focus on core business
- Access to accounting and Tax professionals
- Free up internal resources
- Reduce/Eliminate HR issues
- Scalable Solution

Comprehensive Accounting Bookkeeping Services

AOP Financial Consulting, Inc. provides you with a remote accounting department, complete with your own corporate controller and staff. The dedicated controller is your one point of contact and available at your request. At Accounting Outsourcing Pros we want to have the look and feel as if we were sitting in the same building as you.

WHY OUTSOURCE?

Six great reasons to outsource accounting:

1. Reduce accounting costs by 20% - 50%
2. Spend more time working on growing your business rather than working in your business.

3. Gain access to world class professional accountants.
4. Free up internal resources for other revenue producing activities.
5. Reduce and/or eliminate HR related issues.
6. Outsourcing is a scalable solution. There is never a concern of capacity as your company increases or decreases in the amount of accounting activities.



WHAT TO OUTSOURCE?

Accounting Outsourcing Pros Inc. recognizes that every business is different. None of our existing client’s schedule of services is exactly the same. Our approach is to tailor our services to compliment and/or supplement your existing processes in order to provide savings & improve the timeliness and accuracy of the financial information.

HOW TO GET STARTED

Contact us 813-961-2040 or visit us on the web at:

www.AccountingOutsourcingPros.com

- Free consultation scheduled to identify outsourced functions.

- AOP contracts to perform your accounting processing & financial reporting and taxes.

- Remote access is set up via existing software, remote access software or hosting services

- Source documents are sent to AOP in a weekly packet.

- AOP performs all processing work. Scans of original documents archived.

- Original source documents are returned to client.



Your Accounting Department