**FACT SHEET**

**ProftPlus Total Back Office Support Services**

Our **ProfitPlus Back Office Support** eliminates the burden of running a business so you can enjoy owning a business! You concentrate on growing your business; let us worry about the paperwork!

**Ask yourself these Key Questions:**

* Is your current accountant giving you financial reports that you don't understand?
* Does your Income Statement show a profit, but your bank account says otherwise?
* Can your employees go on vacation while you can’t?
* Are you are working more hours than ever but you are still short of cash
* Do you spend time away from your family trying to “Get the Books Caught Up”
* Has it been more than a month since you visited your largest clients? .
* Does your dog bark at you when you come home?

If you answered YES to two or more of these questions, you owe it to yourself and your family to let Balog + Tamburri, CPAs **ProfitPlus Back Office Support** take on the paperwork burden of the business so you can enjoy the benefits of OWNING the business.

**ProfitPlus Back Office Support** is staffed by CPAs, professional accountants and tax professionals with over 20 years of hands-on accounting and financial management experience. We don't hire clerical bookkeepers, nor do we employ "Tax Preparers," just CPAs and professional accountants with at least 20 years of hard-nosed business ownership and accounting experience.

When you choose Balog + Tamburri, CPAs **ProfitPlus Back Office Support**, a CPA or professional, degreed accountant will come to your business on an as needed basis. We provide accounting, bookkeeping, HR and I/T Support with the highest level of integrity, professional diligence and proven experience, providing the solutions you need to prosper. When not on site, we’re just a phone call away! We have "Walked the Walk" and can work with your bank, the IRS, your operations and plant managers, suppliers and customer base to build the financial reporting and management infrastructure you need.

***Bookkeeping Services***

With Balog + Tamburri, CPA’s **ProfitPlus Back Office Support** you can receive professional bookkeeping and accounting services for small and mid-sized businesses very competitive rates in a worry-free environment. We staff our bookkeeping and accounting practice with insured, degreed accountants, CPA’s, and Quickbooks ProAdvisors. This way we can provide our clients with a cost-effective service with the full knowledge, qualifications and experience of accounting professionals.

We can spot business irregularities, potential fraudulent transactions and offer business advice other firms using “Bookkeepers” can’t. We specialize in QuickBooks®, Peachtree® and other accounting software ensuring your financial records are in total compliance, and that your daily operations run at peak efficiency.

Using our unique ProfitPlus Framework, we’ll do more than organize your books and track your income and expenses; we’ll deliver regular reports and sound advice that will help your business stay on track financially and increase your profits.

***Payroll and Payroll Tax Service***

With Balog + Tamburri, CPA’s **ProfitPlus Back Office Support** you can forget about the hassle and drudgery of processing weekly payroll and maintaining payroll records. As part of our **ProfitPlus Back Office Support** we maintain the complete payroll and payroll processing component as an integral part of our regular bookkeeping services. We even take care of negotiating and maintaining any worker’s compensation insurance requirements. All you need to do is service your customers. We take care of the rest!

***H/R Services***

As a client of Balog + Tamburri, CPA’s **ProfitPlus Back Office Support** you have access to total H/R Management services! Balog + Tamburri, CPA’s has a Strategic Alliance with [McKenzieHR](https://www.mckenziehr.com/), a recognized leader in providing HR and personnel management services to a wide range of organizations, bringing over 30 years of human resource management experience to our clients.

This includes training and development, Equal Employment Opportunity compliance experience Affirmative Action Plan Development, Performance Management and Compensation systems development, Professional and Staff recruitment, employee relations, union avoidance and labor contract negotiations.

***Administrative Support Services***

Growing businesses often outpace their support staff. This can result in chaos and IRS issues during tax time. That is why Balog + Tamburri, CPAs **ProfitPlus Back Office Support** includes any and all administrative and clerical support you may require. Whether it is just catching up on filing or a total overhaul of the administrative aspects of your organization, we can provide a streamlined, cost-effective solution. Some of the services we provide include:

* Filing and file organization
* Sales administration and tracking
* File Maintenance
* Business correspondence

For a free consultation with absolutely no obligation or cost to you call Richard T. Balog, CPA\CFF, Managing Partner, at 904-945-1220 or email Rick at [rick@flgacpa.com](mailto:rick@flgacpa.com). We look forward to speaking with you, and to helping you increase your profits in this challenging economy.