

PACKAGES

Virtual Chief Financial Officer (VCFO) Packages

MONTH TO MONTH PROGRAM



Program Details

A VCFO is a person that oversees your accounting functions such as bookkeeping, cash flow, tax planning, and advisory. In these packages, Whitehead Tax becomes your personal VCFO. This is to help eliminate the huge burden on the business owner who would like to focus on client acquisition. I provide fractional VCFO services where I am able to provide all the services listed for a fraction of the cost of hiring an in-house CFO, saving you over \$40K a year!

What's Included:

- Month to month or yearly commitment
- 3 levels of support depending on your business income
- \$1,495 onboarding fee that includes your first month of service

SEE NEXT PAGE FOR FULL BREAK DOWN



Virtual Chief Financial Officer Packages Breakdown

*monthly investment determined by business revenue

	Business VCFO Advisory	Growing Business Accountant	Compliance
COMPLIANCE			
Transaction Categorization	monthly	monthly	quarterly
Account Reconciliation	monthly	monthly	quarterly
Financial Reporting	monthly	monthly	quarterly
Quarterly Estimated Tax Payments	quarterly	quarterly	quarterly
Prep of State/Fed Tax Return	annually	annually	annually
Accounts Payable Mgmt.	✓		
Accounts Receivable Mgmt.	✓		
Sales Tax Compliance	✓		
ADVISORY			
Budget Creation	✓	✓	
Profit First -Basic		quarterly	
Profit First - Full Implementation	monthly		
Medical Billing Audit	✓		
KPI and Benchmarking Analysis	✓		
Reasonable Salary Analysis	✓		
Entity Structure Analysis	✓		
Operating Expenses - ROI Analysis	✓		
Federal Income Tax Estimation	✓	✓	
Cash Flow Forecasting	✓	✓	
Proactive Tax Planning	✓	N/A	
TERMS & SUPPORT			
Strategic Planning Meeting	monthly	quarterly	annually
Email Support	24 hr response time	48 hr response time	72 hr response time
Voxer/ Phone Support	24 hr response time	48 hr response time	
IRS Monitoring Notice & Audit	10 hrs/year included	N/A	N/A
Cancellation	no contract- cancel anytime	no contract- 90 day notice to cancel	12 month contract
Satisfaction Guarantee	refund of last month if unsatisfied	refund of last month if unsatisfied	N/A
ADD ONS			
Payroll	\$150/mo + \$10/employee	\$150/mo + \$15/employee	\$150/mo + \$25/employee
Business Tax Return	optional starting at \$1,500/yr	optional starting at \$1,500/yr	optional starting at \$1,500/yr
Out of Scope Requests	\$150 per additional hour over 10 hours	\$175/hr	\$250/hr



EVERYDAY

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