

# What to Look for in An Accounting Firm

Our company is searching for an accounting firm. Listed below are our requirements. If you would be interested in working with our company, we would appreciate receiving a proposal from you, based on these requirements.

## Services Required:

1. Developing revenue, expense, and capital expenditure plans to assist in preparing a break-even analysis and cash flow requirements.
2. Preparing year-end financial statements and assisting in determining whether quarterly or monthly financial statements would be of greater value.
3. Reviewing the present accounting system and assisting in establishment of a more sophisticated system – and a means to monitor both.
4. Meeting regularly to evaluate and discuss current business operations, new opportunities, prospective changes, and general business matters. Developing a relationship for business advice, analysis, and counsel that will assist in making this company more successful. Developing a practical business plan.
5. Providing tax planning and compliance, addressed on a regular basis, including income, business, payroll, and estate taxes. Determining best strategies to minimize personal income tax impact relative to the company.
6. Becoming our key business advisor.

## Qualifications Desired

1. An accounting firm with the appropriate technical expertise, manpower, and resources to support us. A firm that is in business to help owners of closely-held businesses.
2. An understanding of the needs of our industry and a commitment to doing what needs to be done.
3. An involvement of two principals or managers so that there will be familiarity with our account in the firm.

## Costs

We recognize that the activities, level of involvement and qualifications that we require necessitate a substantial professional commitment on the part of the accounting firm we choose. We understand that these services are not available at "bargain" prices. However, we must be certain that the benefits received are at least equal to or greater than the cost. We need an estimate of the potential annual cost for all of the services indicated.

## References

Please provide the names and phone numbers of three companies with whom you are presently doing business at the levels shown in our requirements.

Business Resource Services provides practical in-person and online financial training programs and software for companies worldwide. The programs give small business owners, banks and corporations and franchisees financial tools to improve the financial health of their organizations. For more information on Profit Mastery visit [www.brs-seattle.com](http://www.brs-seattle.com) or call 800.488.3520.