



**Introducing BOSS:
Back Office Support System**

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 **Greene Finney Cauley, LLP**
CERTIFIED PUBLIC ACCOUNTANTS & AUDITORS

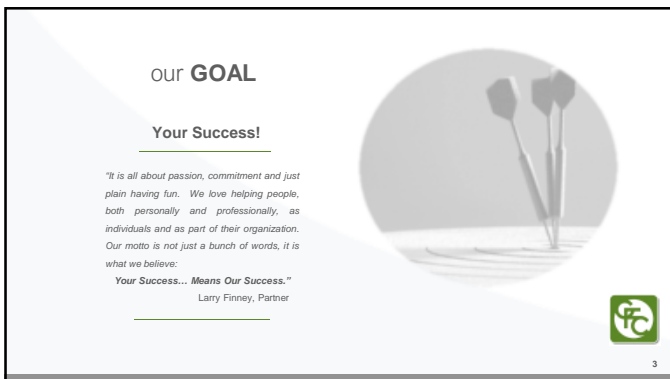


GFC – WHO WE ARE

"We understand the finances and operations of SC Municipalities."

- 4 offices: Greenville, Mauldin, Anderson, Charleston
- 25+ years municipal accounting/auditing experience
- 55+ professional accounting staff including 12 BOSS staff
- 70+ Government entities including 25+ SC Municipalities






OUR GOAL

Your Success!

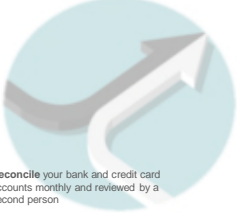

*"It is all about passion, commitment and just plain having fun. We love helping people, both personally and professionally, as individuals and as part of their organization. Our motto is not just a bunch of words, it is what we believe:
Your Success... Means Our Success."
Larry Finney, Partner*



3

Partnering with you to...

- Utilize Quickbooks Online for your general ledger
- Set up Bill.com for bill pay and document storage with a direct sync to Quickbooks Online (no double entry)
- Provide payroll services (including tax remittance and reporting)
- Create secure portals for information transfer
- Ensure all transactional data is recorded properly in Quickbooks Online (deposits, checks, journal entries, etc.)
- Reconcile your bank and credit card accounts monthly and reviewed by a second person
- Provide timely monthly financial statements
- Help you create key financial performance indicators via Fathom to quickly evaluate your Municipality's financial condition

4

our SERVICES

- Payroll
- Bill Pay
- Monthly bookkeeping and reconciliation
- Monthly financial statement preparation
- Audit preparation





Payroll Services



- Software used:
 - Accounting CS
- Services Offered:
 - Direct deposits
 - Secure portal set up for transferring payroll information
 - Employee portal access (pay stubs and W-2s)
 - Paid Time Off tracking
 - Tax remittance and monthly/quarterly payroll reporting
 - PEBA retirement reporting




6

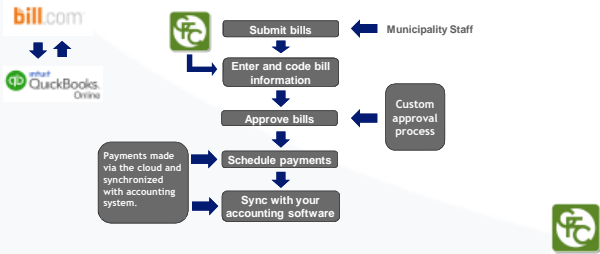
Bill Pay Services

- Software used:
 -  Bill.com
- Steps Followed:
 - Municipality sends invoices to GFC
 - GFC enters in Bill.com (allow 24-48 hours)
 - Invoices are routed for approval
 - Once approved, GFC reviews and sends payment
 - Bill.com cuts the check on behalf of Municipality
 - Funds drafted from Municipality bank account







7

Accounts Payable Process with Bill.com






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graph TD; MS[Municipality Staff] --> S[Submit bills]; S --> E[Enter and code bill information]; E --> A[Approve bills]; A --> S2[Schedule payments]; S2 --> Sync[Sync with your accounting software]; Sync --> P[Payments made via the cloud and synchronized with accounting system.]; MS --> A; MS --> E; MS --> S; MS --> Sync; MS --> P; A --- C[Custom approval process];
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8

Bookkeeping / Reconciliation Services

- Software used:
 -  QuickBooks Online
- Services Offered:
 - Assist with entering deposit information
 - Enter journal entries as needed
 - Reconcile all bank accounts and credit cards
 - Maintain general ledger
 - Prepare and mail 1099's



9

Financial Statement Services



- Software used:
 -  Fathom
- Benefits of using Fathom:
 - Connects with QBO
 - Allows for more robust reporting
- Services offered:
 - Work with Municipality to develop monthly financial statements, including key performance indicators.



10


Audit Preparation Services

- We prepare the financial statements:
- We provide read only access to Quickbooks:
- We help answer questions and otherwise communicate with the auditors as needed (along with your staff)
- These services will help reduce the cost of the audit



So why outsource your accounting?

- **Expert Advice:** access to people with proven skills, knowledge and experience
- **Powerful Tools:** access to better accounting tools and software
- **Affordable Costs:** outsourced cost is comparable to hiring an internal bookkeeper
- **Electronic Data:** your information is available to you 24/7 no matter where you are
- **Predictable Results:** we will always have someone available to get the work done.



12
