



BUSINESS & ACCOUNTING SOLUTIONS  
Certified Public Accountants

*About Our Firm*

*Partners in Success*



Business and Accounting Solutions, LLC ~ 8362 Pines Blvd., Suite 382 ~ Pembroke Pines, FL 33024

Phone 1-866-678-6588 Fax: 954-430-8776 [www.BASPartners.com](http://www.BASPartners.com)

Partners in

SUCCESS



## Our Firm

### Qualifications of the Firm

Business and Accounting Solutions, LLC is a Certified Public Accounting Firm started by three Partners who saw a need to provide expertise to small and mid size companies at competitive pricing. We are a small firm with large accounting firm expertise. Our partners and staff have extensive experience working with the largest international accounting firms and fortune 500 companies. What sets us apart from the competition is our commitment and passion to our clients success.

*Why engage Business and Accounting Solutions (BAS)? Well the benefits are immense, here are a few:*

- Our team of accountants have expertise working with the largest international accounting firms, fortune 500, non profit and government clients
- All work is completed by a CPA , so client time is not spent on training new staff
- We partner with you to ensure that your needs are met in a timely and efficient manner
- We have large accounting firm expertise not large cost
- We have a commitment to adding value to your organization....we view your success as our success
- We are technically proficient with Generally Accepted Accounting Principles and Government Audit Standards and we keep up with emerging issues through regular CPE
- We use experienced personnel who have knowledge and experience to serve clients in a wide range of functional areas and industries
- Although every business and each engagement is unique, our mission remains the same—to serve our clients and help them achieve their goals
- We have a passion for customer service and client success
- We have a commitment to integrity, value and excellence
- We are members of the AICPA and the GFOA



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# EXCELLENCE

*Large accounting firm expertise but not large cost*

## Our Partners

### **Suzette Richards, CPA**

Suzette is a Certified Public Accountant with a Masters in Accounting and over 15 years of progressive experience in accounting, internal control reviews and taxes. Her corporate background includes working with Fortune 500 companies with revenues ranging from \$500 million to \$10 billion in various controllership positions; overseeing monthly accounting close, researching and resolving complex accounting issues, preparing financial forecast of the income statement, balance sheet and cash flows. She also has extensive experience with internal and external financial reporting and significant experience with 401k filings. Her audit experience includes both public and private experience working with a Big 4 Accounting firm and Fortune 500 companies. She performed external financial statement audits, internal control reviews and operational consulting in such industries as construction, transportation, property management, publishing, banking and hospitality. She also has extensive experience with Sarbanes Oxley implementation and testing.

### **Audley Porter, CPA**

Audley is a Certified Public Accountant with his Bachelor of Science in Accounting and Economics and has over 10 years experience working with Big 4 and other large public accounting firms across various industries. He has a solid auditing background and extensive technical knowledge of Generally Accepted Accounting Principles (GAAP). He is skilled in recommending strategies to enhance client's efficiency and process improvement.

Mr. Porter has significant SEC experience, not-for-profit and government accounting experience. He has many years of experience with tax preparation for individuals and corporations and a strong background in performing with 401k and other benefit plan audits. He has significant experience with process improvement, SAS 70 audits and Sarbanes Oxley.

### **Dionne Richards, CFSA, CRP**

She has her Bachelors in Finance and a Master's in Business Administration. She is a Certified Financial Services Auditor and a Certified Risk Professional with over 15 years of progressive accounting and auditing experience with companies with asset sizes ranging from \$100 million to \$5 billion. She has extensive experience in performing financial, operational and compliance risk based audits. Her process improvement recommendations have resulted in significant improvements in company operations and resources, reduction of cost and increase in revenue building opportunities. She has extensive experience within the financial sector. In her role as Chief Audit Executive, she was in charge of auditing corporate accounting and treasury areas as well as various lending, branch, deposit operations and 401k audits. She has over 10 years of tax preparation experience for individuals and corporate clients.





TEAMWORK

*We have a passion for our clients' success*

# Accounting & Tax Services

## Accounting Services

We will keep you ahead of the competition by providing accurate financial information. To be a successful business, it is vital that business owners/managers be able to access reliable financial information on a timely basis. Our staff of professional CPAs and MBAs with Big 5, Fortune 500 and financial services experience will provide you with value-added services to support you in making sound business decisions...all this at very competitive pricing. Most entrepreneurs are busy running the operations of their business. BAS will allow you to focus on your operations while providing you with the information you need to do what you do best.

### *Our accounting services included:*

- Compilations/ reviews
- Monthly or Quarterly write-up work
- Monthly or Quarterly review of your financial records to ensure that they are GAAP Compliant
- Monthly / Quarterly financial statement preparation
- Outsourced CFO, Controllership, and/or Accounting support whether on an interim or permanent basis
- Not-for-profit accounting
- QuickBooks services
- Fixed Assets Depreciation reports
- Forecasted financial statements
- Sales and employment tax filings

## Tax Services

We prepare individual, corporate and partnership taxes. We provide accurate and timely tax filing and tax planning strategies in order to optimize tax savings. A licensed CPA prepares or reviews all tax returns. We keep abreast of all new tax laws to ensure we are providing you with the necessary tax planning strategies. Our wealth of tax experience can give you comfort in knowing we are applying tax strategies so that you can keep your wealth.

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# Attestation Services

## Audit Service

Whether you need an audit because it is required by a regulatory agency, for a bank loan or simply to gain assurance that your financial information and controls are accurate, BAS can provide you with the services you need. Our audits are performed by personnel with many years of audit experience so your time is not wasted bringing inexperienced staff up to speed. With larger accounting firms, inexperienced staff is assigned to your engagement. The inexperience of the staff means that your employee will have to occupy numerous hours training and bringing them up to speed on your organization and any complex accounting issues; this is not the case with Business and Accounting Solutions. All work is performed by CPAs with extensive amount of experience; this frees up your staff time to focus on their core responsibilities. Our CPAs keep abreast on changing standards and have extensive technical knowledge of Generally Accepted Accounting Principles. Business and Accounting Solutions offers a pledge to our clients of value, integrity and excellence. We believe in audit quality. We take pride in our ability to provide clients with our expertise to ensure that they have the resources and information to meet the needs of today's competitive marketplace.

## Assurance Services

We offer three levels of service on the financial statements that we prepare: Audit, Review or Compilation. All work is performed in accordance with standards established by the American Institute of Certified Public Accountants.

### Audit

An audit provides the highest level of assurance on the financial statements. Our work includes a review of internal controls, testing of selected transactions and communication with third parties such as customers, vendors, banks, etc. This often required by lenders, investors and government agencies.

### Review

A review provides a lower level of assurance than an audit. Our work consists of discussions with management and analytical procedures applied to financial data. The accountants' report provides limited assurance.

### Compilation

A compilation provides the lowest level of assurance. Our work consists of preparing statements from information provided by the company. The accountants report states that we have not performed an audit or review and that no assurance is being provided.





*We are members of the AICPA Employee Benefit Audit Quality Center*

# 401(k) / 403(b) Audits

## **401k Audits**

Federal law requires employee benefit plans with 100 or more participants as defined by ERISA to have audited financial statements attached to their Form 5500 filings. Smaller plans may also need to have an audit if they do not meet certain conditions. Business and Accounting Solutions has extensive experience in performing 401k and other benefit related plan audits. We use practices and procedures to assure that all plan net assets are appropriately recognized and reflected in the plan's financial statements. Our services are provided in a timely efficient manner and in accordance with U.S. Generally Accepted Auditing Standards, and with a fee structure that is significantly less than hiring a large CPA firm. You get the expertise of a large firm with the cost and attention of a smaller firm.

Our expertise includes years of practical experience auditing employee benefit plans within large companies including Fortune 500 companies. We are members of the American Institute of Certified Public Accountant Employee Benefit Plan Audit Quality Center, and adhere to its rigorous standards. Membership in this center will ensure that we keep abreast of the current audit requirements for employee benefit plans. Each member is also required to have one of its pension audits subject to "Peer Review" every 3 years by an independent CPA firm who has been authorized to perform such a review. The AICPA helps ensure that CPAs are applying required professional auditing standards.

## **403b Audits**

Beginning with the 2009 Form 5500 filings, employee benefit plans under section 403(b) of the Internal Revenue Code that are sponsored by charitable organizations and covered under the Employee Retirement Income Security Act of 1974 (ERISA) will be subject to the same reporting and audit requirements that currently exist for 401(k) plans. These audited financial statements will be a required attachment to the plan's Form 5500. This requirement is applicable to commercial or not-for-profit organizations and not governmental or church organizations (which are not generally subject to ERISA.403(b)) with more than 100 eligible participants as of the beginning of the year will be subject to this new requirement.



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**PARTNERSHIP**

*We create partnerships with organizations providing them with outsourced internal audits at a fraction of the cost maintaining an in-house internal audit department*

# Internal Audit / SAS 70

## Internal Audit

We can function as your internal audit department or co-source with your audit department by assessing strategic risk, adding value to the organization, and identifying operational improvement opportunities. We review your system of internal controls and make recommendations to improve your process and reduce risk.

*We can provide the following value added services:*

- Manage the entire internal audit function
- Co-source with the existing internal audit function
- Internal control evaluations
- Strategic risk assessments
- Provide one-time review to identify key risk areas
- Develop policies and procedures or enhancements
- Best practice recommendations based on our vast experience in various industries
- Recommendations to strengthen governance and compliance while reducing risks.
- Perform forensic audits
- Implement or test in accordance with the Sarbanes-Oxley Act of 2002

## SAS 70

Organizations rely on our risk advisory professionals to help them meet compliance requirements and improve internal controls. Using professional experience relating to internal controls and project management, our team will perform a well planned, efficient SAS 70 Type I or Type II audit for your organization that is designed to minimize business disruption and ensure your clients' needs and their external auditors' requests are met. We work closely with management to ensure that you get value from the process.

*You may need a SAS 70 report for many reasons:*

- Service organizations that process transactions on behalf of other entities may be required to obtain SAS 70 audits to assure the safety and integrity of handling data.
- A SAS 70 audit can also help an organization identify potential operating efficiencies and risks to the business.
- There are also marketing benefits of the SAS 70 report as it gives your customers comfort in your internal controls.



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