



FRANCIS & COMPANY PLLC

CERTIFIED PUBLIC ACCOUNTANTS • MANAGEMENT CONSULTANTS

FIRM OVERVIEW

Firm Profile

Francis & Company, established in 1980, is a full service certified public accounting firm which provides accounting, tax, management consulting, and auditing services to clients in the Puget Sound area. We also recognize and promptly respond to the needs of small to medium sized businesses, individuals, estates, and not-for-profit and municipal organizations.

Francis & Company works with its clients to identify and fully assess their specific situation and needs. Furthermore, our staff is trained in all areas of accounting, hence preparing them to handle a wealth of financial and management challenges and provide additional services as needed.

The services we provide include accounting services, business consulting, tax planning, tax preparation, assurance services and CFO services. We also provide financial management services for private business (including corporations, partnerships and proprietorships), individuals, municipal organizations and not-for-profit entities.

At Francis & Company, we believe that accounting is merely financial quantification of real human issues; therefore, our first priority is to build a solid connection with you, so that we can understand both your personal and business concerns. Our relationships with our clients are based on honesty, trust, mutual benefit, and respect.

Francis & Company is a quality oriented, client centered professional service firm which provides the financial and management information necessary to increase the effectiveness, stability, and growth of our clients. We establish and maintain professional relationships, high ethical standards, and respect within and outside the firm. Those who work for the firm and those for whom we perform work should be able to expect value from their relationship with us.



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Services

Our Service Philosophy:

Francis & Company is a full service certified public accounting firm; we offer services to respond to the needs of businesses, individuals, estates and not-for-profit and municipal organizations.

While other firms offer similar services, Francis & Company prides itself on how we deliver those services. At Francis & Company, you deal with real people, not just accounting degrees. Our first priority is to build a relationship with you. We believe that this is just as important as the accounting skills we possess.

In addition to our goal of relating to each of our clients beyond tax, audit or consulting work, we also go beyond your expectations to provide exceptional service to meet the needs for which we were engaged. We welcome the opportunity to help you define your needs so that we can serve you better.

Management Consulting:

Our Management Consulting Services are designed to maximize the efficiency and profitability of your business.

We can provide you with:

- Designs for financial and accounting systems
- Budget, forecasting & profitability models
- Feasibility studies
- Cash flow analysis
- Cost benefit analysis
- Buy-lease analysis
- Designs for data processing and management information systems
- Inventory/purchase controls
- Pricing strategies

Assurance Services:

- We will keep you advised of financial, managerial and accounting developments that may impact your financial security.
- We analyze business operations and recommend strategies for improving accounting control structures and administrative procedures.



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Services

We can also provide you with:

- Audit of your financial statements in accordance with generally accepted auditing, and government standards.
- Review of your financial statements. A review is designed to determine whether your financial statements make sense and to provide you with limited assurance without applying audit-type tests.
- Compilation of financial statements. A compilation converts your unaudited financial information into financial statement format.
- Whatever the task, Francis & Company can provide you with financial information in an understandable format.

Tax & Financial Planning Services:

Whether your tax needs are simple or complex, business or personal, Francis & Company can help. We are experienced and knowledgeable about tax laws and the interpretations of those laws. Simply stated - we can help you minimize your tax burden.

Our tax services include:

- Tax planning
- Tax return preparation
- Estate planning

At your request, we will also serve as your advocate in tax matters. Francis & Company understands that no two clients are exactly alike. Our financial/tax planners will design strategies geared specifically to your unique situation; strategies which can help you reach your financial goals while securing the maximum possible tax benefit. Whether your objective is business expansion, retirement planning or funding your child's education, we can guide you toward the fulfillment of your financial goals.

We are ready to help you improve your financial security by:

- Demonstrating ways to increase your profitability and productivity
- Keeping your taxes as low as possible
- Defining personal financial goals and helping you achieve them
- Designing accounting and record keeping systems to help your business run efficiently & effectively
- Working through business issues
- Developing strategies to maximize future growth



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Accounting and Business Consulting

Whether you are a startup company or one that has been around for decades, a solid financial management system is a key component of success.

We are aware of challenges companies face when financial management systems go awry, or when a company's growth is too fast for the financial system. Your financial management system is what your company stands on: it is the way you bill customers, the way you handle cash flow, and the way you prepare for your company's future. You want to make sure the foundation you are standing on is solid; we want to help you achieve and maintain that.

We assist companies in creating and improving upon their financial management systems as a way to help ensure efficiency and longevity in the organization. Confidence in a financial management system is paramount in today's environment. Knowing this, we offer a number of consulting services to our clients to provide stakeholders, whether they are family members, stockholders, employees, or yourself, with the utmost confidence in the organization.

A strong financial management system is dependent on a number of components. Some components that we assist clients with include:

- Accounting system implementation
- General ledger maintenance services
- Forecasting/Budgeting
- Compilation/Review of financial statements
- Tax planning
- Strategic planning
- Business startup
- Inventory control
- Pricing strategies
- Feasibility studies

In addition, we also provide tax return and financial statement preparation to ensure proper reporting of financial information. Mistakes in these areas can be costly to businesses; we want to make sure errors do not occur that will undermine the credibility of the financial system.

Hiring a CPA to perform these services not only gives you additional confidence that the work has been performed according to accounting standards, but it also frees up your most valuable asset, your time, to perform the functions necessary to grow your business. Francis & Company makes it a top priority to understand your business and the management team so that we can provide you with services that align with your company's mission and its goals.



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CFO and Controllership Services

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CFO

In our role as controllers or CFO's, we perform high-level, hands-on financial duties without the fixed cost of a full-time employee. Our goal is to strengthen clients' financial management so owners can focus on growing their businesses. Clients benefit from our outsourced services on several fronts:

- We design more efficient accounting systems for recording transactions and producing meaningful financial statements. This saves time and improves accuracy.
- We enhance reporting systems to provide robust business data for making smart decisions.
- We reduce risks by improving internal controls.
- We produce budgets, cash-flow projections and multiple scenario plans to help clients prepare for an uncertain future.
- At every opportunity, we engage the client's in-house staff in the learning process. This builds internal capacity and provides a seamless transition when the time is right.

Controllership

Relying on best practices in accounting and financial management, our Controllership group helps accounting departments create:

- Timely financial statements
- Clear policies and procedures
- Realistic budgets and forecasts
- Relevant industry benchmarks and performance metrics
- Reliable projections for capital expenditures, staffing needs and inventory levels
- Support schedules for year-end work papers
- Financing proposals to banks and funders

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