

Is your company ready for the economic rebound?

Does your accounting department have the time or the resources?
We do and we can help!



Will your accounting staff and business be ready for the economic rebound? Dean Dorton Ford wants to make a commitment to you to assist you in your accounting outsourcing needs. We want to help your company and business thrive in this economy by assisting you where you may need us the most: your accounting department.

Dean Dorton Ford (DDF) is a full-service certified public accounting firm that is dedicated to assisting businesses' and individuals' accounting operations. By outsourcing some or all of your accounting functions, DDF clients can spend more time focusing on what is important--operating a successful business. Our client accounting and payroll services (CAPS) team consists of certified public accountants, controllers, staff accountants, and bookkeepers whose expertise spans a wide variety of industries. In addition, our depth of staff at DDF provides an incredible knowledge base. With experts in many industries, including estate planning, employee benefits, international tax, technology, and business consulting, among others, we can be a full-service firm for you.



Our CAPS professionals are equipped with proper training and development skills that will assist your accounting department or personnel. Whether you need full-time, part-time, or temporary assistance, our CAPS team may be the key to your success. The CAPS team employs professionals who have experience as controllers and accountants for various types of businesses. DDF can be the solution to your needs for a bookkeeper, accountant, controller, or chief financial officer. Our experienced personnel can also assist in training your current staff. If you have been reluctant to hire during the economic downturn but now realize that you are ready to hire, we can also assist you in interviewing and hiring the right person in your accounting department.

Your accounting records are the key to success in the economic rebound. Businesses have had to make tough decisions and major budgeting cuts in order to survive. If your current accounting personnel have too many irons in the fire, preventing crucial accounting information from being updated and provided to the executive management team, then DDF is your solution. We can assist you with your accounting recordkeeping and processes. DDF can assist the management team either at your location or from our office. You decide the type of service you need, and the CAPS team can provide you with the accounting services.



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**DEAN
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PSC

*cpas
consultants
business advisors*

Outsourcing your accounting needs can provide you with the following:

- Professional and timely reports, including cash flow reports and financial analysis
- Short-term or long-term personnel solutions
- Reduced staff stress and workload on accounting department and managers
- Variety of accounting services tailored to meet your company or individual needs
- Payment of accounts payable timely and accurately, as well as electronic bill-paying capabilities
- Bank reconciliations preparation and/or review
- Invoicing, collection, and review of accounts receivables
- Proper inventory management
- Payroll tax return preparation
- Payroll tax withholding information
- Household employee information
- General ledger accounting services
- Preparation of sales and use tax returns
- Financial statement preparation (business or personal)
- Preparation of year-end reports (W-2s and 1099s), as well as year-end entries
- IRS B-notice response information
- Proper utilization of current accounting software
- Assessment of current accounting software
- Training to your accounting personnel in various types of accounting software
- Review of current accounting procedures and internal controls and providing training to current staff when needed
- Accounting support when and where needed
- Assistance in the preparation of budgets
- Monthly budget reviews
- Assist in interpreting key information in accounting reports
- Assist executive management in reviewing accounting reports and help management focus on key areas
- Assistance with new business ventures and business plans
- Assistance with preparation of company records for audits or tax returns
- Controllership or bookkeeping engagements
- Recruiting and training staff