



# BKD: An Accounting Outsourcing Solution

**When it comes to accounting, full time or part time, ongoing or temporary, your place or ours, tell us what you need and when, and we'll be there for you. Our business is accounting. We do it very well. Let us take you beyond your numbers and be an accounting outsourcing solution for you.**

Every business, regardless of size, needs some extra accounting help from time to time. Perhaps your controller or chief financial officer is on extended leave. Maybe your company isn't large enough yet to justify a full-time controller, but needs some financial oversight. You may have plenty of accounting staff, but they lack the skills to complete their responsibilities. Or you may be starting a new business from scratch or overhauling an existing one and need some guidance on accounting protocols, structure and software.

BKD's business is accounting. By outsourcing your accounting needs, short term or ongoing, to us, you can concentrate on taking care of *your* business. BKD helps thousands of companies, not-for-profit organizations, governmental entities, large and small, with their accounting needs. Here's how our accounting outsourcing professionals can help you:



## Bookkeeping

Keeping the books is important to every business, regardless of size. Our accounting services are designed to help you prepare and organize your financial records and then understand what the data means to the financial health of your business. On either a temporary or ongoing basis, we can help you:

- Prepare interim and annual financial statements
- Maintain your general ledger
- Complete monthly and year-end closings
- Reconcile accounts
- Prepare payroll and sales tax returns
- Prepare depreciation schedules

## Transaction Processing

Our outsourcing consultants offer cost-effective, high-quality transaction processing services to provide you with the peace of mind to concentrate on your company's strategic initiatives. We also help busy executives and professionals and the elderly with their personal accounting needs by writing checks and reconciling and summarizing transactions for tax purposes. On a temporary basis or ongoing, we can help:

- Process payroll
- Write accounts payable checks
- Provide billing services
- Provide family office and executive office accounting support
- Summarize cash receipts and disbursements

## Interim Staffing & Training

Times of peak production, monthly closings or employee turnover can stress employees and stretch resources to the limit. If you lack the personnel, time or expertise for a one-time or special project, BKD can help you meet deadlines and complete the project to your specifications and satisfaction. We often provide assistance with bookkeeping and other accounting functions during leaves of absence or while you're recruiting new staff, and we also can help with your recruiting search.

If your staff lack the right skill sets, we can assess your needs, accounting process and staff's abilities. Then, we can develop a customized training program to help staff acquire the accounting skills they need to perform their work competently.

## BKD Accounting Outsourcing

Basic  
Bookkeeping

Transaction  
Processing

Technology  
Solutions

Strategic  
Outsourcing

Benefit Plan  
Administration

Interim  
Staffing  
&  
Training

## Strategic Outsourcing

Beyond your payroll and general ledger, you need to plan for your company's future and your own. For long-range planning, financing, operations and management assistance, we can help you with these strategic outsourcing solutions:

- Assist with strategic business planning, including financing
- Plan a new start-up enterprise
- Prepare budgets and forecasts
- Recommend cash flow improvements
- Plan and prepare taxes
- Assist with industry-specific management
- Grow, preserve and protect your wealth through WealthPlan

## Benefit Plan Administration

Employee benefit plans require detailed records for tax, payroll and compliance purposes. By outsourcing this function to BKD, we can help you:

- Identify eligible participants and perform related recordkeeping
- Perform compliance testing for plan discrimination
- Reconcile assets and record financial results
- Prepare Internal Revenue Service and Department of Labor filings
- Assist with recordkeeping

## Technology Solutions

Keeping the books and running a successful business today isn't as simple as it used to be. Today, it's critical to your success to select and install, then use, the right accounting software. Our accounting outsourcing staff, together with the technology consultants of BKD Technologies, a



division of **BKD, LLP**

can help you plan, purchase and install new software and equipment. In addition to supporting industry-specific software programs, we provide training and support for these general accounting software packages:

- Business Works
- Client Bookkeeping Solutions
- MAS 90, 200 and 500
- Microsoft Dynamics AX
- Microsoft Dynamics GP
- QuickBooks

Our technology advisors can also help you with technology planning, disaster recovery, e-security and e-business applications and other network and communications solutions.



## When to Outsource?

- Do you spend weekends and evenings trying to “catch up” on your company's accounting?
- Is your monthly financial information accurate?
- Is it difficult to find or keep a competent bookkeeper?
- Do you need more accounting assistance but can't afford a full-time controller?
- Do seasonal rushes overwhelm your accounting staff?
- Do you turn down special accounting projects because you don't have the staff to support them?

**Consider outsourcing your accounting needs to BKD.**

“Since 1995, BKD has been our accountant of choice, and we have outsourced to them our payroll tax and accruals, sales tax, depreciation, verification of accounting data and software training and support. They have helped us keep our financial house in order while encouraging and supporting us to do as much as we can for ourselves.”

— Verle Gilbert, *President*  
Bland Steel, Diamond, Missouri

# Why Outsource to BKD?

**Experience** – Our accounting outsourcing professionals have years of experience working with hundreds of businesses. It's not unusual to find the same BKDer working with the same clients for 15 or 20 years.

**Quality** – Once we prepare your payroll or financial statement, make journal entries or administer your retirement plan, we thoroughly review our work for accuracy. Our standard review process provides you with timely, accurate and reliable financial information to make planning and forecasting decisions.

**Beyond your numbers** – In addition to recording transactions, we tell you what the numbers mean. We can help you interpret the significance of your financial statements and watch over the financial health of your business.

**We do it right** – BKD applies its considerable accounting expertise to each client engagement and recommends the appropriate accounting system, payroll tax deposit methods, registration procedures, etc. We use up-to-date technology systems to process your records, and we recommend procedures and processes to tighten your internal controls and build in accountability.

**We care** – The good name and reputation of BKD rest on how well our service and solutions work for you and your customers. You'll find our advisors personally committed to taking you beyond your numbers and applying our technical expertise, unmatched client service and disciplined delivery of solutions to your accounting needs.



## About BKD

**BKD, LLP** is one of the 10 largest CPA and advisory firms in the U.S. and the firm of choice for growing companies and high net-worth individuals. We help clients go beyond their numbers by applying our technical expertise, unmatched client service and disciplined delivery of solutions to their management and financial needs.

As a member of Praxity, AISBL, a global alliance of independent firms, BKD offers multinational clients a gateway to the global marketplace with services delivered by alliance firms that are committed to the highest standards required in international business.

**BKD Corporate Finance, LLC** provides merger and acquisition, sales, management buy-out, ESOP, recapitalization, financing and IPO advisory services. Member FINRA and SIPC.

**BKD Wealth Advisors, LLC** is an investment advisory firm registered with the Securities and Exchange Commission, providing the WealthPlan solutions of personal wealth planning, investment management and estate planning.

**BKD Foundation** is our 501(c)(3) not-for-profit foundation that enriches BKD's local communities with financial support and our commitment of time.



For a complete list of our offices and subsidiaries and their contacts, visit:

[bkd.com](http://bkd.com)

or call  
**Wade Clark**  
Director of Sales & Marketing  
417.831.7283