

# SAMPLE ACCOUNT SCHEME

This sample account scheme is provided to indicate a typical division of responsibilities when we provide regular account support. Every firm is different, and our role is adjusted to complement a firm's existing competencies. In some instances, our clients prefer for us to provide direct operational support and in others, we are in an advisory role. For a detailed listing of the services we can provide, please consult our master services listing.



## PARTNERS



### PERFORMLAW



### OFFICE MANAGER



### CPA's

Management advice and support	Time and Billing	Monthly Journal Entries
Budget and profit planning	Accounts receivable	Monthly bank reconciliations
Advanced financial reporting and analysis (Profitability and cost control)	Cash Receipts (Separation of duties where possible)	Balance sheet account reconciliations
Major change and pressing priority	Accounts payable and client costs	Monthly and annual financial statement close
Compensation analysis and support	Office operations management	Tax preparation, advice and support
Strategy, policy and planning support	Coordinate 3rd party IT Service	Monthly cash report reconciliations
Major purchase support	Support staff coordinator	Benefit plan tax support
Functional support (Payroll or Accounts Payable as needed)	Accounts payable and client costs	GL coding review
CFO level functions (support banking relationships, benefit plan procurement, vendor evaluations)	Coordinate 3rd party benefit administration (Health, life, 401k, etc.)	Other accounting and tax services as needed