



Technology/Accounting Proposal

PREPARED FOR

Cultural Council of Jacksonville

BY

Shelly Lingor

Partner/Director of Technology & Accounting

GCT Technology & Accounting



GCT | TECHNOLOGY
& ACCOUNTING

Joy Young
Cultural Council of Jacksonville
300 Water Street, Ste 201
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Dear Joy,

Efficient accounting practices are necessary to sustain and grow any business. Up-to-date accounting allows business owners and management teams to make proactive business decisions, focusing on profitability.

As your business develops or expands, your accounting practices and processes also change, grow, and often require modification or updates. The experienced accounting team at GCT Technology & Accounting can help you develop a customized accounting solution, affordable for any small business, utilizing cloud based accounting solutions that promote efficiency and automation.

To partner with GCT Technology & Accounting and implement accounting technology, please review the options outlined below. Our suggestions are designed to suit your needs and are customized specifically for your business model. We look forward to working with you!

Sincerely,

Shelly Lingor

06/04/2020

Shelly Lingor
Partner/Director of Technology & Accounting
GCT Technology & Accounting

Executive Summary

Small Business Challenges

Setting up a small or medium enterprise is an exciting experience but often involves multiple challenges. Don't let your accounting be one of them! Your accounting forms the core of any business. Financial decisions rely heavily upon having up-to-date accounting information. Efficient bookkeeping and financial controls allow your business to run smoothly, and similarly, enable growth. To implement sound business performance, an entrepreneur must have round-the-clock access to their financial data. With a cloud-based accounting system, financial data is always within reach.

Solutions

GCT Technology & Accounting operates as your outsourced accounting partner, providing proactive monthly accounting services for an affordable price. Choosing GCT Technology & Accounting as your partner gives you an experienced accounting team without the headache of running an accounting department. GCT Technology & Accounting develops an accounting schedule customized to fit the needs of your business and your budget. Allow GCT Technology & Accounting to implement technology and processes, maximizing your time.

GCT Technology & Accounting has the experience to streamline your accounting processes and increase efficiency by utilizing a proactive approach. Whether you are just starting out or running a successful business, hiring an outsourced accounting partner can offer a multitude of benefits, allowing you to fully concentrate on running your business.

Strategy

GCT Technology & Accounting offers proven expertise in the areas of weekly or monthly accounting, as well as advisory services. We strategize and streamline your internal processes to create an automated and efficient customized workflow to meet your company's needs. Let us help contribute or subsidize your accounting support to provide reliable, efficient and experienced accounting services. We offer daily, weekly, monthly, or quarterly support of ongoing tasks including code/reconcile transactions, AR, AP, payroll, disbursements, and withdrawals.

Our goals are to:

- Evaluate current operational accounting practices and identify pain points
- Determine which tasks can be automated
- Ensure sound financial advice based on proactive maintenance of financial data
- Assist with budget and projections
- Facilitate time & expense reporting
- Record asset purchases
- Provide personalized training

The cornerstone of our business philosophy is to provide proactive accounting and maintain extensive and continued communication with the client, allowing you time to focus on your business. We keep you in the loop at all stages of the accounting process. Web-based platforms enable financial data to be accessed 24/7 and give you real time metrics. We'll work together to provide the right tools that will help you meet your financial goals.

Our Team

Our team of financial experts has been in business for almost 40 years. Our founders came together in 1978 to start this company in the Jacksonville area. As a company, we emphasize personal attention and outstanding service. GCT Technology & Accounting uses the most popular cloud-based software including Xero, Expensify, Bill.com, Gusto, Vend, and Hubdoc, just to name a few.

Why Choose Us

Our accounting professionals are highly qualified, specialized accountants, who have the ability to tailor your accounting tasks and develop a workflow to fit your company's needs, at an affordable price. Your data is accessible around-the-clock, without any hassles, giving you the opportunity to run your business while sitting at your desk, in the field, or traveling. GCT Technology & Accounting prides ourselves in relationships, and we look forward to getting to know more about you and your business.

Services and Pricing

Services:

- Virtual Monthly Accounting
- Weekly Accounts Payable
- Weekly Payroll Processing

Pricing

Name	Price	Subtotal
<input type="checkbox"/> Monthly Accounting - Silver For clients with up to: <ul style="list-style-type: none"> Up to 6 bank/credit card accounts All plans include: <ul style="list-style-type: none"> Phone & email support by your dedicated accountant 3 times a weekly bank reconciliations by your dedicated accountant Assist in yearly budget preparation Cash Basis Only Published Reports (no compilation) <ul style="list-style-type: none"> Balance Sheet Income Statement <ul style="list-style-type: none"> By month/YTD Budget vs. Actual Software included: <ul style="list-style-type: none"> Hubdoc Subscription 	\$1,750.00	\$1,750.00
<input type="checkbox"/> Payroll - Twice a Month Included: <ul style="list-style-type: none"> We'll process your company payroll every twice a month through Gusto 	\$150.00	\$150.00
<input type="checkbox"/> Bill Processing - 20 **We'll provide accounts payable processing for up to 20 bills per month.** <ul style="list-style-type: none"> Under this plan, you'll submit bills via upload, email, or fax to your personal Bill.com Inbox. <ul style="list-style-type: none"> Bi-weekly, our accounts payable clerk will go into the Bill.com inbox, review the bills you've submitted, and enter them into the Bill.com system using the appropriate expense accounts. Our clerk will set up new vendors and help them get set up for electronic payments, if applicable. Our clerk will also communicate with your vendors regarding the status of payments in question 	\$250.00	\$250.00

and work with them to sort out any accounts payable issues that may arise.

After bills have been entered, you'll receive a notification that bills are ready to be paid. To pay bills, you'll log into Bill.com, select the bills you'd like to pay, and click "Pay". Bill.com will then debit your bank account for the funds and send paper checks and/or electronic payments to your vendors on your behalf. The payments then sync into Xero.

****Please note that under this plan you are responsible for clicking "Pay" and monitoring cash flow to ensure that funds are available in your account to cover the Bill.com payments.****

Your normal Bill.com subscription fees, check fees, and transaction fees are NOT included. FastPay fees (expedited payments) are NOT included and will be charged separately.

Non-Profit Monthly Discount

-\$500.00

-\$500.00

Assessment- Technology Workflow- One Time Fee

\$750.00

\$750.00

Our Technology Workflow Assessment is designed to help you become more efficient with internal workflows related to your accounting system and beyond. We'll meet with you 1-on-1 and learn about your business in detail. Then we'll make written recommendations for the cloud accounting apps that we think will increase efficiency and productivity to reduce costs.

Whats Included:

- Initial 60-minute phone call or video chat
- Written assessment including recommended cloud accounting solutions for your specific business and an estimate the cost to set up and maintain

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| <ul style="list-style-type: none">• Follow up 60-minute phone call or video chat to review our assessment | | |
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Terms

- Payment for special one time projects are due before services are started.
- Payment for monthly services is due on the 1st of every month before services are started and can be setup as a recurring ACH or paid via credit card.
- Once we obtain this proposal back from you with the services you would like to receive, we will send you an engagement letter so we can proceed with the services selected.
- Proposal is good for 15 days from receiving.

Getting Started

From the beginning, our experts carefully assess your financial services needs according to the nature of your company and suggest the services model best suited to your requirements. The work plan is finalized after extensive consultation with you, and a secure communication channel is set up between the two companies. Using the latest technology and established virtual communication arrangements, we make sure that the clients have twenty-four hour access to their data within the secure portal managed by our company. Periodic review of the services and client feedback are essential features of our work plan, which ensure that we remain efficient accounting partners in your business.

Proposal Acceptance

Simply check the boxes above that you would like to sign up for and you will then receive an engagement letter that outlines services that you have selected and payment options/terms.

Signed by
