



**Introducing BOSS:  
Back Office Support System**

Kevin Tomas and Larry Finney

 **Greene Finney Cauley, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS & AUDITORS

---

---

---

---

---

---

---

---



**GFC – WHO WE ARE**

"We understand the finances and operations of SC Municipalities."

- 4 offices: Greenville, Mauldin, Anderson, Charleston
- 25+ years municipal accounting/auditing experience
- 55+ professional accounting staff including 12 BOSS staff
- 70+ Government entities including 25+ SC Municipalities



---

---

---

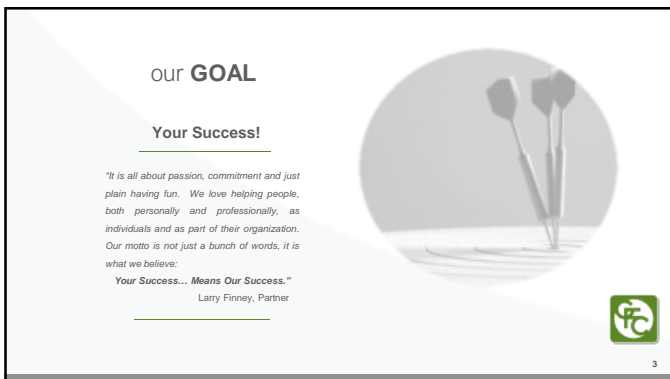
---

---

---

---


---



**OUR GOAL**

**Your Success!**

*"It is all about passion, commitment and just plain having fun. We love helping people, both personally and professionally, as individuals and as part of their organization. Our motto is not just a bunch of words, it is what we believe:  
Your Success... Means Our Success."  
Larry Finney, Partner*



3

---

---

---

---

---


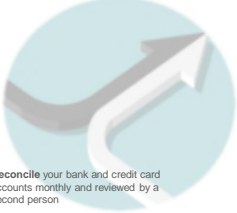
---

---

---

**Partnering with you to...**

- Utilize Quickbooks Online for your general ledger
- Set up Bill.com for bill pay and document storage with a direct sync to Quickbooks Online (no double entry)
- Provide payroll services (including tax remittance and reporting)
- Create secure portals for information transfer
- Ensure all transactional data is recorded properly in Quickbooks Online (deposits, checks, journal entries, etc.)
- Reconcile your bank and credit card accounts monthly and reviewed by a second person
- Provide timely monthly financial statements
- Help you create key financial performance indicators via Fathom to quickly evaluate your Municipality's financial condition



4

---

---

---

---

---

---

---

---

**our SERVICES**

- Payroll
- Bill Pay
- Monthly bookkeeping and reconciliation
- Monthly financial statement preparation
- Audit preparation



---

---

---

---

---



---

---

---

**Payroll Services**

- Software used:
  - Accounting CS
- Services Offered:
  - Direct deposits
  - Secure portal set up for transferring payroll information
  - Employee portal access (pay stubs and W-2s)
  - Paid Time Off tracking
  - Tax remittance and monthly/quarterly payroll reporting
  - PEBA retirement reporting



6

---

---

---

---

---



---

---

---

### Bill Pay Services

- Software used:
  - Bill.com
- Steps Followed:
  - Municipality sends invoices to GFC
  - GFC enters in Bill.com (allow 24-48 hours)
  - Invoices are routed for approval
  - Once approved, GFC reviews and sends payment
  - Bill.com cuts the check on behalf of Municipality
  - Funds drafted from Municipality bank account



7

---

---

---

---


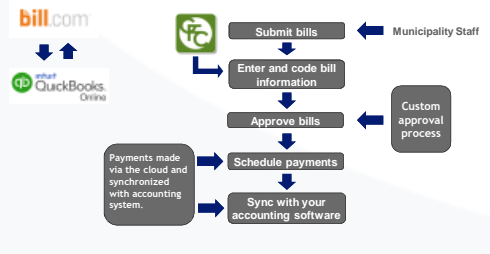
---

---

---

---

### Accounts Payable Process with Bill.com



8

---

---

---

---

---



---

---

---

### Bookkeeping / Reconciliation Services

- Software used:
  - QuickBooks Online
- Services Offered:
  - Assist with entering deposit information
  - Enter journal entries as needed
  - Reconcile all bank accounts and credit cards
  - Maintain general ledger
  - Prepare and mail 1099's



9

---

---

---

---

---

---

---

---

### Financial Statement Services

- Software used:
  -  Fathom
- Benefits of using Fathom:
  - Connects with QBO
  - Allows for more robust reporting
- Services offered:
  - Work with Municipality to develop monthly financial statements, including key performance indicators.



10

---

---

---

---

---



---

---

---

### Audit Preparation Services

- We prepare the financial statements:
- We provide read only access to Quickbooks:
- We help answer questions and otherwise communicate with the auditors as needed (along with your staff)
- These services will help reduce the cost of the audit



---

---

---

---

---


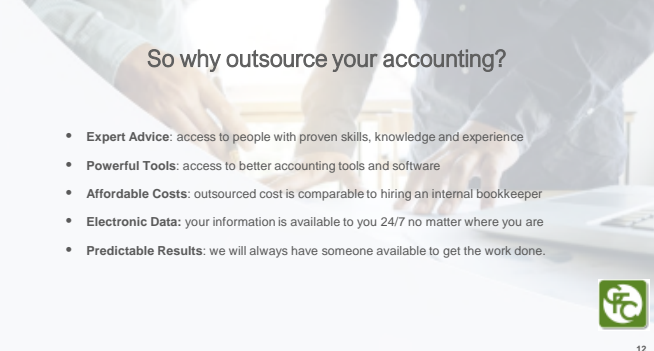
---

---

---

### So why outsource your accounting?

- **Expert Advice:** access to people with proven skills, knowledge and experience
- **Powerful Tools:** access to better accounting tools and software
- **Affordable Costs:** outsourced cost is comparable to hiring an internal bookkeeper
- **Electronic Data:** your information is available to you 24/7 no matter where you are
- **Predictable Results:** we will always have someone available to get the work done.



12

---

---

---

---

---

---

---

---