



Griffing & Company, P.C.
Certified Public Accountants and Consultants

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ACCOUNTING SERVICES



Business Owners

All business owners can benefit from accounting services. Whether it is a small single-person operation or a huge corporation, every business can learn and grow from examining the information provided by the accounting system.

Although every business is different, the information presented in financial statements and reports are laid out in a standardized format. Basic financial statements and reports are usable by anyone because they are easy to read and don't require extensive accounting knowledge to understand.

Financial Statements

The two essential financial statements are the Balance Sheet and Income Statement (sometimes referred to as the Profit & Loss Statement). In a nutshell, the Balance Sheet is a running total of the dollar value of what a company owns, owes, and the value of the owner's stake in the company. The Income Statement shows how much revenue a company has earned, its expenses, and ultimately, the net profit (or loss) which is revenue minus expenses. This net profit or net loss respectively increases or decreases the owner's stake in the company, thus inextricably linking the two statements.

Forecasting & Budgeting

A well-kept set of books will provide vital financial information about a business and can help a business owner quickly and accurately make informed decisions. An accountant can assist in presenting this information to a business owner through various reports and statements generated from the accounting system. Reports can be generated to help with forecasting future performance and creating operating budgets.



Reports, Inventory and Taxes

Accounting information is also useful for the day-to-day operations of a business. With up-to-date records, a business owner can quickly tell if they have enough money in their checking account to cover a major purchase. Reports can provide

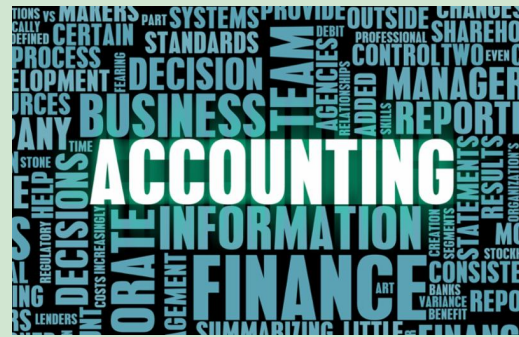
other useful information, such as how much inventory is on hand, whether bills have been paid and which customers have unpaid invoices.

In addition, good financial statements are needed in order to prepare the annual tax returns and the other monthly or quarterly required returns such as sales tax and payroll tax returns.

Occasionally, a third-party may need a current and accurate set of financial statements from a company. Sometimes these are necessary to obtain a loan or lines of credit. This can be a big, expensive hassle if the company's books are not in order, however it can be a quick and easy process for a company that is on top of their record-keeping.

Accounting Services

There are a variety of options available to meet a company's accounting needs. Some companies may need minimal help while others need comprehensive accounting services. We provide accounting services and can be available as-needed for questions or phone calls, on a set schedule for periodic reconciliations and review only, or for full-service bookkeeping and accounting.



We can also provide accounting services at a time and place that is convenient for the business. Depending on the needs of the company, an accountant can be scheduled daily, weekly, monthly, quarterly, annually or as-needed. We are flexible on the location where services are to be performed. We can be on site at a client's office or remotely access a client's accounting software online depending on the needs of the business.

We will be glad to assist you with all of your accounting needs.
Please call or email us.

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