

## BEYOND TRADITIONAL ACCOUNTING

When clients think about the capabilities and service offerings of their accounting firm, they think about the preparation of business and individual tax returns, financial statements, and tax planning. Within our Tax & Accounting Services Group, we have a specially skilled team of individuals that has been providing services in an area that has proven to be invaluable to many of our clients. We call this group of services *Comprehensive Office Solutions*.

## WHO CAN BENEFIT FROM COMPREHENSIVE OFFICE SOLUTIONS ?

Small to medium-size businesses and nonprofit organizations, start-ups, sole proprietorships, and financially successful individuals facing a common challenge:

***How to handle the multitude of accounting, financial and business management issues with limited human capital and monetary resources?***

Our clients frequently cannot afford to pay for full-time accounting and finance staff, or they have employees who do not have the specialization required to perform certain duties.

Our Comprehensive Office Solutions team is the answer to handling these challenges. Our experienced accounting professionals have the practical capability of providing a multitude of business services, including bookkeeping, payroll, sales/use tax, business property tax, software selection and implementation, business formation and planning, succession planning, controller/CFO services, budgeting, personal financial statements, and family office. Additionally, for the home office needs of busy individuals, we are able to assist with day-to-day financial tasks, such as personal bill paying, cash management, domestic employee issues, and elder care services. Clients may find that outsourcing these responsibilities will help reduce or eliminate payroll taxes, workers' compensation, health insurance, and retirement contributions, as well as other employee benefits.

## HIGHLIGHTED SERVICES & TECHNICAL EXPERTISE

### SERVICES PROVIDED

- ◆ Bookkeeping (remote and on-site)
- ◆ Software selection, implementation, and conversions
- ◆ Payroll processing, reporting, and tax return filings
- ◆ Sales and use tax returns
- ◆ Personal property tax returns
- ◆ Client staff training and development
- ◆ Accounting policies and procedures
- ◆ Outsource controller / accounting manager
- ◆ Compilations of financial statements: cash and accrual
- ◆ Close out monthly/yearly journals
- ◆ Monthly bank reconciliation statements for management

### SOFTWARE & TECHNOLOGY

- ◆ Quickbooks
- ◆ Sage
- ◆ Xero



## YEAR-ROUND SERVICE

Our Comprehensive Office Solutions Group works closely with our Tax and Accounting and Audit and Assurance Departments, giving our clients seamless year-round service for all of their business needs. Windes offers a variety of tax and audit services designed to help minimize taxes, meet compliance requirements, and develop strategic plans to help clients meet their business goals. In addition, Windes has a third-party Employee Benefit Services practice, with accredited retirement plan experts on staff, who manage 401(k) and qualified retirement plans.

Windes is acknowledged by *Inside Public Accounting (IPA)* as one of the top “25 Best of the Best” accounting firms in the country and listed as one of *IPA’s* “All-Star Firms for Long-Range Planning.” We are proud of our motivated and hard-working staff and consistently rank as a “Best Accounting Firms to Work For” in the country by *Accounting Today*, one of the “Best Places to Work” in Los Angeles and Orange Counties by the *Los Angeles Business Journal* and *Orange County Business Journal*, respectively.

We provide yearly technical education and training to our accounting professionals, and our management regularly attend relevant technical seminars and conferences to keep current on the latest technology and innovations being utilized in the field.

## COMPREHENSIVE OFFICE SOLUTIONS LEADERSHIP



### GUY A. NICIO, CPA, MST

Partner, Tax & Accounting Services | [gnicio@windes.com](mailto:gnicio@windes.com)

- ◆ 20 years of tax and accounting experience, specializes in tax planning and consulting for mid-size and small businesses, as well as tax compliance for corporations, partnerships, and individuals, and has extensive experience working with closely held businesses, pass-through entities and their owners
- ◆ Expertise includes federal and multi-state income taxes for businesses and individuals, income tax audit representation, payroll and payroll taxes, sales and use taxes, personal property taxes, and accounting



### LORENA VENEGAS, EA, CPP

Accounting & Payroll Manager | [lvenegas@windes.com](mailto:lvenegas@windes.com)

- ◆ 25 years of accounting and payroll experience
- ◆ Specializes in accounting and bookkeeping services, payroll tax, and sales/use tax services for a multitude of clients across many industries



### JENNIFER LAUNAY, MBA

Accounting Manager | [jlaunay@windes.com](mailto:jlaunay@windes.com)

- ◆ 10 years of tax and accounting experience
- ◆ Expertise includes implementation of accounting systems, payroll and bookkeeping, financial and management reporting, as well as tax compliance for corporations, partnerships, and LLC's

### Headquarters

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### Orange County Office

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### Los Angeles Office

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