

HANCOCK/DANA

	Transactional	Reporting	Strategic Advisor
Client			
Complexity	Transactional in Nature	Operational Reporting	High-Level Business Advisory
Service Description	Reactive	Proactive	Strategic
Accounting			
Close	Monthly/Quarterly	Monthly	Weekly/Monthly
Scheduled Meetings	Quarterly	Monthly	Monthly
Communication Cadence	2-3 Times per Month	1 Time per Week	2-3 Times per Week
Bill Pay	Bank Feeds + Client Categorization	Bank Feeds + HD Categorization	Bank Feeds + HD Categorization & Spend Management
Invoicing	Performed by Client	Performed by Client, HD Consult Available	Performed by Client, HD Consult Available
Payroll	HD Provides Record Keeping Only	3rd Party Service Provider with HD Reporting Considerations	3rd Party Service Provider with HD Reporting Considerations
Payroll Returns	Included	Included	Included
Employee Expense Tracking	Credit Card Feeds & Statements	Spend Management Software	Spend Management Software
Industry Reports	None	Basic	Customized
Company KPI's	None	Basic	Customized
Cash Flow Management	✗	Historical	Forecasted
Financial Statements	✓	✓	✓
Sales and Local Tax	✗	✓	✓
Revenue Recognition	✗	✓	✓
Performance Measurement	✗	✓	✓
Project	✗	✓	✓
Business Unit	✗	✓	✓
Department/Location	✗	✓	✓
Forecasting	✗	✗	✓
Funding (Loan/M&A)	✗	✗	✓
Incentive Plans	✗	✗	✓
Tax			
Business Returns	Billed Separately	Included	Included
Tax Planning	Billed Separately	Included	Included
Distributions	Billed Separately	Included	Included
Estimates	Billed Separately	Included	Included
Additional Services			

This menu highlights core services. Additional support beyond what is shown may be added to better align with your business needs. Any additions are subject to mutually agreed upon scope and pricing.