

# Nancy McClelland, LLC – The Dancing Accountant

## Small Business Accounting Solutions

Perfect for the **self-employed, small business owner, or entrepreneur:**

- assistance setting up new companies, bookkeeping methods, accounting & POS software
- internal audits of existing accounting & business systems
- recommendations for/implementation of business improvements (accounting, human resources, operations, etc.)
- problem-solving (e.g., tax issues, audit preparation, payroll concerns)
- financial statement preparation & analysis
- income tax & 1099/1096 preparation
- sales and use tax returns
- budgeting
- cost analysis and reduction
- records management
- client billing & job costing
- benefit reconciliations & new employee forms
- CFO services

Also helpful for **individuals:**

- tips for organizing personal finances
- guidance for individuals with hobby income
- household employees (nanny tax)
- income tax planning and preparation (including clergy members)

Ms. McClelland and her staff have extensive experience with **not-for-profits and cooperatives:**

- tax & information returns
- chart-of-accounts development; tracking & reporting by program
- payroll and sales taxes
- preparing for third-party audits
- Board Member training: fiscal responsibilities, how to read financial statements
- community projects, chambers of commerce, music & art presenters, condo associations, cooperatives (housing, worker, daycare and grocery/consumer co-ops)

In addition to the standard business administration and accounting tasks listed above, **startup businesses** need special assistance in these areas:

- which type of business entity to elect, and how to register
- applying for federal and state ID numbers
- developing a business plan
- registering a business name
- chart-of-accounts development
- selecting and setting up accounting software
- documenting policies and procedures
- unemployment and workers' compensation insurance
- payroll and sales tax set-up
- applying for small business development grants

Nancy McClelland, MAFM, has worked in the field of Accounting and Business Systems for over 20 years. She specializes in helping companies and individuals improve their financial footing by becoming more organized, complying with best practices and accepted standards, and increasing their efficiency and accuracy in every facet of business operations.

She and her staff serve satisfied clients located across the country, but maintain a heartfelt emphasis on the Logan Square neighborhood of Chicago. References are proudly available upon request.