

## FINANCIAL SERVICES FOR FRANCHISEES

**Exact Partners** provides CFO and accounting services to over 400 Franchisee locations. The services we provide allow a Franchisee to focus on the operations of their company knowing they have accurate and timely financial data to make business decisions.

### FRANCHISE START-UP

- Work with attorney to obtain legal documents including EIN, articles, operating agreement, and sales tax certificate.
- Set up payroll with correct tax IDs, employee info, and payroll provider configuration.
- Configure accounting software with industry-specific chart of accounts.
- Review third-party contracts like leases, utilities, and waste services.
- Help secure required business and health insurance.
- Open business bank accounts and assist with startup financing.

### CFO SERVICES FOR FRANCHISEES

- Prepare budgets and financial forecasts.
- Support cash management decisions related to remodels, new locations, and equipment purchases.
- Coordinate with lenders to secure financing for operations or growth.
- Develop and maintain long-term financial plans.
- Negotiate with the Franchisor on development agreements, build incentives, closures, and performance-related relief.
- Review and compare service contract quotes to reduce costs, including insurance, payroll, and utilities.
- Monitor and update accounting policies and software to ensure efficient systems and accurate financial reporting.

## ACCOUNTING SERVICES FOR FRANCHISEES

- Record sales by type and location, including adjustments like discounts and coupons.
- Manage payables by reviewing, entering, and resolving invoice and charge issues.
- Review payroll, track related items, and post journal entries by location.
- Calculate weekly cost of sales and adjust inventory for counts and transfers.
- Reconcile bank activity weekly and monitor outstanding checks and deposits.
- File and pay all sales taxes on time.
- Provide weekly cash and margin reports, plus monthly financials by location and consolidated.
- Update franchise portals with financials and compare budget vs. actual vs. prior year.

## TAX, PAYROLL & HR SERVICES FOR FRANCHISEES

### Tax Services

- Year-round tax planning support, federal and state tax compliance, R&D and employment credit discovery
- Federal and one state tax filing, full entity-level support for accurate and compliant submission

### Payroll Services

- End-to-end payroll processing
- Tax filings and year-end W-2s/1099s
- Onboarding support and deductions tracking

### HR Services

- Custom handbooks and compliance support with labor laws and regulations
- Hiring, termination, job descriptions, offer letters and policy guidance
- Benefits admin and digital records of personnel, discipline, and certifications

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