DILLON
BUSINESS
ADVISORS



Welcome Guide

Getting Started with Dillon Business Advisors

Your guide to financial services and your dedicated team



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Your Onboarding Team



Chris Roberts

Director of Business Development

The Director of Business Development (Director of BD) evaluates a prospective client's goals and pain points so that we may offer a personalized menu of services to meet those needs. The Director of BD educates clients, prospects, and the community on advisory, accounting and tax solutions. The Director of BD will guide you through service offerings, engagement terms, and pricing before the onboarding process begins. The Director of BD will continue the relationship by periodically checking in on your business and level of satisfaction with your Dillon Business Advisors team and services.



Elena Munoz, EA

Onboarding Manager

The Onboarding Manager will guide you step-by-step through transitioning your payroll, accounting, and tax to your dedicated team of 3 with Dillon Business Advisors. The Onboarding Manager will request information and evaluate processes, business expenses, and prior tax returns to make recommendations that will improve the trajectory of your business. The Onboarding Manager's responsibilities will culminate with an onboarding meeting introducing you to your dedicated team of 3 and outlining processes, roles, and expectations.



Deirdre Hundemer

Tax Administrator

The Tax Administrator will assist with collecting documents that are uploaded through our secure platform, Liscio. Our tax administrator may also reach out for missing items as well as deliver completed tax returns for signature through Liscio. The Tax Administrator serves as our Liscio-Client liaison as well and is available to provide technical support for Liscio.

Your Dedicated Team of 3

Client Service Manager

The Client Service Manager (CSM) will be your main point of contact for accounting, payroll, sales tax, and all things QuickBooks Online (QBO). The CSM will be responsible for accepting and coding business bank and credit card transactions, requesting clarifications, reconciling your accounts, processing payroll, facilitating payroll changes, preparing and filing sales tax, and general questions related to monthly accounting and QBO.

Client Controller

The Client Controller will be your main point of contact for questions regarding your monthly financial statements and tax strategy. The Client Controller will review your monthly accounting in QBO, prepare your monthly management use financial statements, provide the monthly financial statements with voice over commentary, and support your CSM. The Client Controller will also prepare the annual tax returns.

Client CFO

The Client CFO will be your main point of contact for general business strategy as well as tax strategy. The Client CFO will review your monthly financial statements, review your tax returns, and provide support to both the CSM and the Client Controller. Your Client CFO will lead your quarterly consultations and prepare your quarterly performance reports.

DBA

Services

Your back office is in great hands. Your dedicated team of 3 will manage your QuickBooks Online (QBO) account as well as your payroll, accounts payable, and required federal and state tax filings. Services also includes consulting with our team to meet business and financial goals while minimizing your tax liability.

Weekly/Biweekly

- Download/accept/code transaction in QBO
- Send message with questions or clarifications
- Respond to your messages and requests
- Prepare and process payroll
- Initiate and process vendor payments

Monthly

- Reconcile bank accounts
- Reconcile credit cards
- Prepare management use financial statements
- Send commentary with financial statements
- Respond to your questions and requests regarding the monthly closeout
- Prepare sales tax report, if applicable

Quarterly

- Prepare and send the Quarterly Performance Report with commentary
- Invite you to schedule a quarterly consultation which will focus on business and tax strategy
- Prepare and file quarterly payroll tax reports

Annually

- Prepare year end federal and state tax returns
- Prepare Personal
- Property tax rendition
- Prepare 1099s
- Prepare W-2s

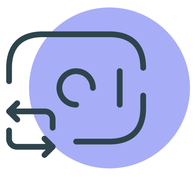
TIMELINE AND REQUESTS

Implementation



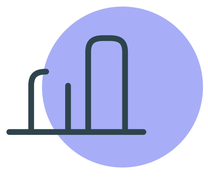
1 Implementation Culmination Meeting

Get to know your dedicated team of 3. Review the technologies, procedures, roles, and responsibilities for your high-level goals with the Onboarding Manager.



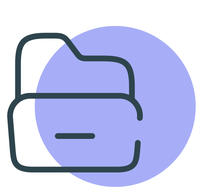
2 Payroll

Provide your existing payroll information for ADP onboard. Establish accounts, forms, and timelines to transfer payroll details.



3 QuickBooks Online

Complete banking connections for QBO. Provide read-only access to bank account information and tax filings where applicable.



4 Tax Return

Provide any income documents, expenses, contributions, records of tax payments, and depreciation schedule.

Timeline and requests for

Implementation

The onboarding experience, led by the Onboarding Manager, will include transitioning payroll, accounting data, sales tax, and tax returns to Dillon Business Advisors. With client cooperation, onboarding should be completed within 4-6 weeks. The details of the onboarding experience are outlined below.

Implementation Culmination Meeting

Your onboard will begin with a 30 minute to 1 hour meeting that will introduce you to your dedicated team of 3: your Client Service Manager, your Client Controller, and your Client CFO. During this meeting, the Onboarding Manager will review the technologies, procedures, roles, and responsibilities for your high-level goals. The discussion will also comprise of near-term expectations and next steps. Please be prepared to take notes and ask for clarifications during this time. The Onboarding Manager will turn over your full account to your team of 3 at the conclusion of this meeting. Remember, you are in great hands with Dillon Business Advisors.

Payroll

Items Needed:

1. Payroll provider name and account number. DBA will request view access to existing payroll provider to pull all necessary reports for ADP payroll onboard.
2. Each employee will complete new employee forms provided by DBA.
3. Voided business check to establish routing and account number for payroll drafts.
4. Establish a transition date for first payroll with DBA, biweekly pay cycle, and payroll cutoff dates.
5. 1 hour for a payroll input training call .
6. Complete Form C-4 provided by DBA for Texas Workforce Commission Worker's Compensation Power of Attorney authorization.
7. Establish Worker's Compensation account with ADP.
8. Provide 401k, health benefits, and paid time off tracking remittance information.

Timeline and requests for

Implementation

Quickbooks Online (QBO)

Items Needed:

1. Complete banking connections in QBO for bank feeds, if not previously setup.
2. Provide read-only access to all business checking and savings accounts. The invite should be set up and sent to Marcus Dillon email: Marcus@dillonadvisors.com. Use (346) 387-9244 when a phone number is required.
3. Provide read-only access to all business credit cards (special instructions will be provided if it's an AMEX credit card, a loan, and a line of credit.)
4. Provide depreciation schedule, if not included in most recent copy of tax return. This can be requested from prior CPA/tax preparer.
5. Provide copies of prior year Form 1099s issued.
6. Provide a copy of most recent sales tax filing, if applicable.
7. Provide clarification to additional questions that may arise during the process.

Tax Return

Items Needed:

These items are needed for tax season otherwise please deliver prior tax returns if not already provided.

1. Income documents: W-2s, 1099s, K-1s, etc.
2. Expenses: Property taxes, Mortgage Interest, Tuition Statements, etc.
3. Charitable contribution receipts/records
4. Home purchase or sell documents
5. Record of quarterly estimated tax payments made
6. Depreciation Schedule

Pro Tips

1. Maintain dedicated business bank accounts and credit cards. Do not comingle business income and expenses with personal income and expenses.

2. Block out 30 minutes each week to address requests and clarifications from your DBA team.

3. Download the Liscio App on your mobile device.

4. When in doubt, reach out! The more you share with your team, the more we can help. All questions are welcome and can be sent via Liscio or a phone call.

5. A biweekly payroll cycle with a minimum 3 day prior cutoff period is the most sustainable option for business owners and their employees.

6. Use the calendar links sent in your Liscio messages to schedule consultations with your team. Quarterly consultations are included (and expected) to discuss business strategy, business goal progressions, and tax strategy. However, if you need to talk with your team before then, please let them know via Liscio or phone call.

FAQs

1. **How do I schedule a meeting if I have a question?** You can send a Liscio message requesting a meeting, and the team member will you send their calendar link for you to schedule a time at your convenience.

2. **How can I save on taxes?** Schedule your quarterly consultations and discuss opportunities and tax strategies with your Outsourced CFO.

3. **Why is there a video link with my monthly financial statements?** Commentary will be provided for you with your monthly financial statements, quarterly performance reports, and your tax returns. This allows you to review the information at your convenience, make a list of questions or concerns, then contact our team to discuss.

4. **What are your office hours?** Our office hours for our Katy location are Monday through Thursday 9:00 am to 5:00 pm and Fridays 9:00 am to 1:00 pm. Our team members enjoy flexible working arrangements and can provide their hours as well as a calendar link to schedule times to meet with each of them.

5. **How do I make a change to my payroll?** Contact your Client Service Manager at least 3 days prior to the pay date to make changes. Your CSM can also assist with adding or terminating employees as well as troubleshooting within the ADP system.

6. **Who can help me with QBO?** Initially the Onboarding Manager will setup or convert your accounting software to QBO. After that your Client Service Manager will be able to answer your questions related to your QBO account.

Our Mission

Reaching the next level of financial and time freedom

Dillon Business Advisors has been serving closely-held businesses through accounting, tax, and advisory services for the last decade. We exist to help business owners and our team realize there is more to life than work.

Our team provides bookkeeping, payroll, tax, and financial advice to our clients to help build profitable, sustainable businesses that positively impact families and our community. We closely monitor the income, expenses, key performance indicators, and business opportunities of our clients to provide advice that drives confident business decision making.

Your success and satisfaction are priorities for Dillon Business Advisors. We measure our success on the success of our clients regardless of their company goals. So whether you are trying to increase revenue, expand your business, or just want to spend more time with family and friends, Dillon Business Advisors is here to guide and serve you.

We demonstrate our core values of relationship, education, integrity and quality in every interaction. We welcome conversation and tailor our advisory services to the needs and goals of each client. On behalf of our entire Dillon Business Advisors team, welcome and we look forward to working with you.



