
BBA

BROWN-BEASLEY ACCOUNTING, LLC



Knowledge

Is Our Offer

Series of Seminars, Courses
and
Private training



BROWN BEASLEY ACCOUNTING, LLC

Full Service Accounting Firm

Established in 1996—over those 12 years BBA has grown in size and experience. Most importantly, we have learned what works. We teach you the fundamentals that can be applied in your daily business activities immediately. We also understand that it is best to provide each business with solutions customized to fit its individual needs.

OUR SERVICES

Consulting

Bookkeeping Services

Seminars/Training Sessions

System Set Up (accounting records and practices)

Individual, Non-profit and Corporate Tax Returns

ABOUT OUR SERVICES

BBA is experienced in serving clients with varied levels of skill and knowledge. We understand the components necessary to identify and reach your goals. We specialize in systems set up, in which we evaluate your current method of record keeping and help you to establish a method that allows you to stay accurate and effective. Our seminars and training sessions are organized into manageable groups in which we concentrate on teaching you the tools to take back and apply to your business, immediately. Our consulting services are varied and outstanding.

Our success is linked to your satisfaction with our service.

How we may serve you?



BBA

**BROWN-BEASLEY
ACCOUNTING, LLC**



We are a dedicated group who provides services to a wide range of clients. We offer a variety of customized solutions in a manner that directly benefits you - our clients.

Let us work with you to meet your accounting needs.

We will instruct, coach, train and teach,

“We Mean Business”

CLASSES

Table of Contents

<u>Description</u>	<u>Page</u>
Services	6
5 Year Plan	7
Quicken	7
Quickbooks	8
QB Specific Topics	8
Small Businesses	9
Industry Specific	9
Additional Seminars	9
Bookkeeping	10
Courses	11-12
Registration Form	13

Services

Consulting - Our consulting services range from a simple consult to a written plan of recommendations. What are you in need of?

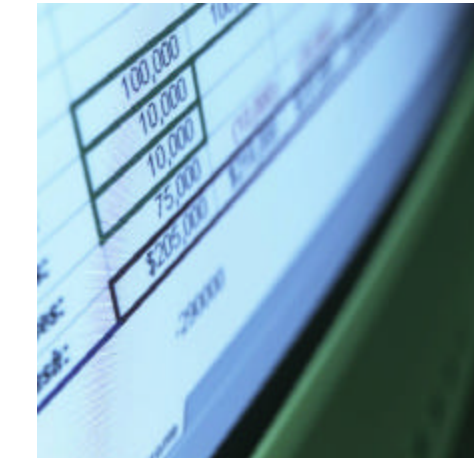
What questions may we answer?

Bookkeeping - Recording your receipts, checks and other transactions to produce the reports you need. This can be done at your office or ours.

Tax Returns: Year round service. We will prepare current year and prior years (electronic filing, multiple states).

Other: Compilation, Reviews, Payroll, Projections, and

Processing of Financial State-



Accounting System Set-up:

Computerized Bookkeeping:
using the QuickBooks system

Includes:

Setting-Up & Managing:

- Accounts, Categories and Lists
- Sales Tax
- Bills/Invoicing
- Assets
- Reports
- Loans and Debt
- Payroll
- Taxes
- Banking
- Budgets
- Enter Historical Data
- And more...

We can convert your current system to QuickBooks, whether it be pencil and paper or another software.

Free Consultation provided to “**Discover your needs**”



5 YEAR LIFE PLAN

101

This class will stimulate, inspire, encourage and end with your written plan!

Objective: Step by step we will help you to realize your personal and business goals.

In this class we look at attitudes, core beliefs and actions concerning: money, planning, implementing, organizing and best and worst habits. We will focus on how you define success and what will lead you there.

A new "complete" you is just within reach. You will need to make a 6 month commitment and you will leave with a complete portfolio—written for your specifications – with steps to follow for the next five years.

This class requires your input and the completion of assignments will be essential to your success (we will help with this).

Here are just a few of the dynamic topics we will cover:

- Define your overall goals and break them down to daily steps
- Identify and break through "mindset" barriers
- Financial advisement, savings and investing
- Insurance - what are your real needs?
- Retirement, wills and estate planning
- Spiritual Walk
- Freedom from Debt, Personal goals and so much more...It promises to be outstanding



QUICKEN

102

Managing your personal finances.

Objective: Learn how to track your personal finances with this powerful and affordable software and discover where your money actually goes.

In this seminar we will teach you how to:

- Get started with less effort
- Keep your data accurate
- Keep your records in one place
- Create and follow a budget
- Save time by downloading your banking and credit transactions
- Understand various reports and how they can be helpful to you
- *and more*



QUICKBOOKS (QB)

103

Individual training offered at all levels:

Beginner, Intermediate and Advanced

Beginner: Never used QB or very limited use.

Intermediate: Familiar with QB, but need to ensure accuracy.

Advanced: Ready for the next level – setting up budgets, cash flow projection, business planning, analysis and more.

Beginner, Intermediate or Advanced:

Sessions: each course is 4 hours.

QB SPECIFIC TOPICS

104

Only need training on specific topics?

We also offer specific **sections** :

- Revenue
 - Expense
 - Assets
 - Liabilities
 - Payroll
 - Inventory
 - Items set up/classification
- ...And more - just tell us what area you need help with

Sections: are 2 hours per class



SMALL BUSINESSES

105

Services offered:

Customized: Back-up your company file and bring it in with you and we will review, with you and discuss your questions and problems with the file.

Customized: Each class is 2-hours

Limited number of people per class



INDUSTRY SPECIFIC

106

This training course focuses on QB versions that are tailored for your business needs. Also discover how others in your industry are using QB.

- Non-Profit
- Construction
- Retail
- School, Daycare

Industry specific: each class is 4 hours



ADDITIONAL SEMINARS

Employee Training **107**

We provide training for your employees and other professionals on proper office/store etiquette. Employees' lack of training, in this area has not only cause lost customers, but has caused some to go out of business.

We train your employees to retain and build your customer base. We also work with them to understand why this is so important.

Office/Home Organization **108**

Learn how to get organized and stay organized, including: how long to keep documents, where to keep them, and what supplies you need.

This is very important – keep this together and you will be amazed, absolutely amazed at the additional benefits this provides!

BOOKKEEPING

109

This is a Certificate Course

Course Objective:

Learn the fundamentals of bookkeeping.

Gain an understanding and work hands-on with:

Data entry

Revenue, Expense

Assets, Liabilities, Equity

Bank Reconciliation

Payroll

Profit and Loss statement

Balance sheet

Sales tax

Double entry-debit and credits

And more...

Let's us help put an end to this



And help you look like this



COURSE 101: 5 YEAR LIFE PLAN

Offered 3rd Monday of each Month

6:00pm - 8:00pm

PRICE: \$65.00 a Month
6-Months to complete a session

COURSE 102: QUICKEN

Offered 2nd Wednesday of each Month

PRICE: \$45.00 Each Class

COURSE 103: QUICKBOOKS (QB)

Offered 4th Thursday of each Month
4 hours each class

Individual training offered at all levels

Beginner: 7:00am -11:00am

Intermediate: 12:00pm - 4:00pm

Advanced: 5:00pm - 9:00pm

PRICE: \$70.00 Each Class

COURSE 104: QB SPECIFIC TOPICS

Offered 2nd Thursday of each Month

PRICE: \$45.00 Each Class

COURSE 105: SMALL BUSINESSES

Offered 2nd Wednesday of each month

Specialized course: Limited number per class

PRICE: \$50.00 Each Class

11:30pm - 1:30pm



1:00pm-3:00pm

2:00pm-4:00pm



COURSE 106: INDUSTRY SPECIFIC

Offered the 3rd Wednesday of each Month

9:00am-1:00pm

PRICE: \$70.00 Each Class

COURSE 107: EMPLOYEE TRAINING

Offered 2nd Monday of each Month

9:00am-1:00pm

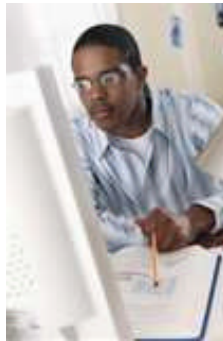
PRICE: \$75.00 Each Class

COURSE 108: OFFICE/HOME - GENERAL ORGANIZATION

Offered 2nd Monday of each Month

2:00pm-6:00pm

PRICE \$70.00 Each Class



COURSE 109: BOOKKEEPING

Every Tuesday— Weekly for 3 Months
3:00pm-6:00pm

Alternate Saturdays may be available

PRICE: \$550.00 Each Class pmt plan available

Accounting the Language of Business

Coming Soon: Courses in QuickBooks Point of Sale

“Some classes may be offered on Saturdays - inquire”





BROWN BEASLEY ACCOUNTING, LLC

... the ROCK on which your solid financial foundation is built.

REGISTRATION FORM

MAIL IN YOUR REGISTRATION OR CALL TO SIGN UP TODAY - WHY WAIT?

NAME _____

ADDRESS _____

CITY _____ STATE _____

ZIP _____

DAYTIME PHONE _____ CELL _____

EMAIL ADDRESS _____

AMOUNT ENCLOSED \$ _____

Class Information : Classes start in September 2008

Most classes are limited to 10 people each

Please fill in the following information for classes you wish to attend

Class One:

Class Title: _____

Class Dates: _____

Class Price: _____

Class Two

Class Title: _____

Class Dates: _____

Class Price: _____

Class Three

Class Title: _____

Class Dates: _____

Class Price: _____

Private groups - call for schedule

Make Checks Payable to "BROWN BEASLEY ACCOUNTING"

Mail to: 1850 N. Martin Luther King Drive, Milwaukee, WI 53212

Phone: (414) 264-6490 ext. 13

Fax: (414) 264-6495