

## TYPES OF BUSINESSES SERVICED

Our experience includes, but is not limited to, the following types of businesses:

- Attorneys and professional services
- Automotive services
- Consulting businesses
- Equipment and supply companies
- Family-owned businesses
- Healthcare organizations
- High net worth individuals
- Manufacturing and distribution
- Non-profit organizations
- Printing and direct mail companies
- Property management
- Real estate professionals
- Religious organizations
- Restaurants
- Retail and wholesale sales
- Wholesale distributors

## MEMBERSHIPS

Brenda J. McGivern, CPA is a member in good standing of the American Institute of Certified Public Accountants and the Massachusetts Society of Certified Public Accountants.

We welcome the opportunity to speak with you about your accounting needs. For a free consultation, please contact:

Brenda J. McGivern, CPA  
(781) 341-0930



Brenda J. McGivern, CPA  
Accounting • Bookkeeping • Taxes

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Accounting  
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CPA



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## OUR MISSION

At Brenda J. McGivern, CPA, we are committed to providing expert professional services based on each client's individual and business needs. We listen carefully to your questions and concerns. We also work closely with you to get to know your unique situation and become your trusted advisors. Our goal is to become a valuable resource you can rely on for timely and accurate financial advice.

We offer services that are well suited to meet our clients' accounting and business needs, and strive to maximize the profitability and operational efficiency of our clients' businesses.

We devise innovative tax savings strategies to minimize your tax liability, and protect your assets while complying with all statutory regulations and requirements.

## TAX SERVICES

Our goal is to provide you with guidance to achieve growth and maximize the retention of assets, through optimal income and estate tax planning. We will work with you to maximize tax deductions and ensure compliance with tax laws. We provide a full range of tax services including the following:

- Tax return preparation for businesses, including corporations, partnerships, and non-profit organizations
- Tax preparation for individuals, gifts, estates and trusts
- Tax preparation for employee benefit plans
- Corporate and individual tax planning
- Estate planning through a combined client, attorney and fiduciary effort
- Representation before the Internal Revenue Service, Massachusetts Department of Revenue and other regulatory agencies

## ACCOUNTING AND ATTESTATION SERVICES

Brenda J. McGivern, CPA provides audit, review and compilation services for many types of businesses. We strive to provide value-added services by looking for ways that our clients can improve operations and profitability of their businesses. This may include suggestions for improving internal controls, identifying

staffing issues, or making changes to the accounting system. In addition, we offer the following services:

- Compiling financial statements on an annual or interim basis
- Performing agreed upon procedures, such as investigating fraud and confirming bank, accounts receivable and inventory balances
- Setting up accounting systems and control procedures
- Assisting with personnel recruitment and training
- Complete bookkeeping on a monthly, quarterly or annual basis
- Monthly, quarterly and annual payroll filing requirements, including form 1099 preparation
- Projections, budgets and pro forma financial statements

## MANAGEMENT ADVISORY SERVICES

We also offer insightful consulting services in many areas, including:

- Financial Planning
- Business Valuations
- Business Plan Development
- Computer Solutions, including hardware and software, installation and training