

## CERTIFICATIONS

BB&A maintains the following certifications:

- Certified Public Accounting firm in the state of Illinois
- Certified MBE/WBE/DBE vendor for the State of Illinois, Cook County, City of Chicago, Chicago Public Schools, CHA, City Colleges of Chicago, Chicago Park District, Metropolitan Pier and Exposition Authority, Metropolitan Water Reclamation District of Greater Chicago, RTA, CTA, and PACE
- Certified Small Business Enterprise vendor for State of Illinois
- Certified CPE provider in State of Illinois

## CLIENTS SERVED

City of Chicago  
City Colleges of Chicago  
Chicago Public Schools  
Bellwood School District No. 88  
Pembroke School District No. 259  
Illinois Department of Human Services  
Sheridan Correctional Center  
Attorneys Registration & Disciplinary Commission  
Chicago Transit Authority  
Metropolitan Water Reclamation District of Greater Chicago  
City of Bolingbrook, IL  
Clerk of the Circuit Court of Cook County  
Boeing Corporation  
Sinai Health System and Affiliates  
Access Community Health Network  
Nonprofit Financial Center  
North Lawndale Employment Network  
Delta Sigma Theta Sorority, Inc. – Chicago Alumni Chapter  
State Farm Insurance Company

## PROFILE

**Benford Brown & Associates, LLC (BB&A)** is a certified, minority, woman-owned CPA firm that provides auditing, accounting, tax and small business consulting services for its clients. These services are designed to cover several industries with the focuses being in the service, higher education, not-for-profit, state and local government, and mortgage brokerage industries.

Alyssia Benford-Lee and Kimi Brown-Ellen founded BB&A in late 1996. Since its modest beginning, BB&A has grown exponentially while adding two partners, Timothy S. Watson and Michele D. Simon in Chicago and Katrina Battle-Bumpers in Miami, Florida. Although the partners of BB&A are young, they all have an average of 12 years of accounting experience. Half of these years were spent with 'Big 4' accounting firms in the above listed industries and the other half was spent either within the internal audit departments or accounting departments of Fortune 500 companies.

The partners of BB&A have taken the best of practices learned in their prior experiences and added their own high set of values to formulate BB&A's mission, focus and short and long range goals. Our mission is to provide audit, accounting, tax and consulting services that meet the highest standards within the public accounting industry. We are committed to treating each client's business as if it were our own thereby providing the care and attention necessary to help each client manage and grow their business and its resources. Lastly, we are committed to helping each of our clients increase their knowledge of their business and its accounting and finance issues.



Benford Brown & Associates  
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## AUDIT SERVICES

Access to accurate and timely financial information is essential for proper and successful management of any business organization. BB&A provides various types of audit services aimed at providing assurance to financial statement users that the reported financial information is valid, complete, timely, clerically accurate and properly and adequately disclosed.

These audit services include the following:

- Financial audits and reviews
- Single audits in accordance with OMB Circular A-133
- State and local grant compliance audits
- Business process audits
- Operational audits
- Internal audits
- Forensic audits
- Fraud audits
- Due diligence audits
- Bank loan reviews
- Sarbanes-Oxley Act implementation

BB&A has a very strong audit practice specializing in not-for-profit organizations; government agencies; colleges and universities; mortgage brokerage firms; construction firms and small, closely held service-oriented businesses. We have established a strong internal audit services practice that focuses on business process re-engineering and Sarbanes-Oxley implementation services. Our partners have also established expertise in the telecommunications, healthcare, banking, insurance brokerage and manufacturing industries via their experiences prior to BB&A.

## ACCOUNTING SERVICES

In order to have accurate and timely financial information it is necessary that a consistent and

reliable accounting function be in place. BB&A provides a consistent and reliable accounting function for a variety of not-for-profit organizations and small, closely held businesses. BB&A provides various accounting services ranging from basic bookkeeping services to 'shadow controllership' services. With the assistance of BB&A small, closely held businesses are able to maintain accurate and reliable financial information from which small business owners are able to make business decisions. Our accounting services include:

- Compilations
- General accounting services
- Payroll services
- Medical billing services
- Selecting and implementing integrated accounting software
- Implementing accounts receivable, accounts payable, inventory, fixed assets and payroll functions within an integrated accounting software
- Accounting software training

## TAX SERVICES

In today's economy, tax planning is a year-round process. BB&A meets regularly with clients throughout the year to anticipate and identify significant tax-saving opportunities and to develop appropriate strategies for each client. Additionally, BB&A distributes a free quarterly newsletter to clients that informs them of new tax laws and other applicable changes in tax law interpretation for the purpose of proactive tax planning. Our tax services include:

- Income tax return preparation for individuals, corporations, partnerships, limited liability companies, estates and trusts, and not-for-profit entities

- Tax planning – overall and for specific business transactions
- Quarterly and annual payroll tax return preparation
- Sales and use tax return preparation
- Obtaining and disseminating information on advance rulings from the IRS
- Client representation before taxing authorities
- Preparation of subchapter S-corporation applications
- Due diligence reviews and consultation for establishing foreign trusts and companies

## SMALL BUSINESS ADVISORY SERVICES

BB&A provides knowledgeable professionals to assist clients in meeting their strategic and operational goals. Our small business advisory services are designed to meet the needs of small business owners for timely advice and information. These services are focused on assisting small business owners with establishing infrastructures that will serve as the foundations of their businesses upon which their businesses will grow. BB&A professionals are able to provide a wealth of 'real-world' business, industry and professional experience to small business owners while providing the following services:

- Business process reengineering
- Business and accounting policy development
- Operational diagnosis and restructuring
- Small business loan packaging
- Business and not-for-profit incorporation filings
- Not-for-profit tax exemption application filings
- MBE/WBE/DBE certification application filings