



Analysis, Consulting, Tax and Valuations

Take Time to **FOCUS** on Your Business

Is your business losing focus?

You're not alone. Losing focus is common for business owners and executives who are mired in the daily activities of managing a business.

What is your business purpose?

Making a profit, a significant profit, needs to be your goal. Profit is the key to survive, to grow, to provide employees the opportunity to earn a good living, to provide a return to shareholders, to provide competitive, quality products or services and to provide you the quality of life and financial security which you deserve.

You must focus on achieving reasonable profitability as a cost of doing business, not just occasionally, but consistently, year in and year out.

There are many reasons for losing focus on profit, including lack of knowledge, lack of discipline, lack of systems and controls, hidden problems, competition, failure to plan for mandatory minimum levels of profitability, failure to use productivity-based excess profit incentives, failure to establish goals, failure to take advantage of tax laws and many more. We provide diagnostic services and recommendations to help business owners and executives improve their focus.

These services are designed to be both preventive and curative. They pinpoint inefficiencies and trouble spots throughout the company before they cause serious operational and financial consequences for the business. In this highly competitive environment which defines business today, one significant blunder could put the future of your company at risk.

DIAGNOSIS

The Analytical Process

An in-depth examination of the business is performed without disrupting employees or the daily work flow.

Upon completion of the “Business Analysis,” the Senior Business Analyst provides a confidential review of the findings and makes recommendations to improve the ease of operations, employee productivity, and profitability of the business. In addition, the Senior Business Analyst will make, when appropriate, recommendations concerning estate planning, asset protection planning, entity restructuring, Business Value MappingSM and strategic tax planning. Tax related services are provided by attorneys and other professionals who are part of STA and VAS (related companies).

The Diagnosis

Every Senior Business Analyst is trained to conduct an exhaustive diagnostic study. The “Business Analysis” is tailored to address the unique conditions and procedures of each individual business. The Senior Business Analyst has experience in what we call “the business of the business”— the methods, systems, controls and incentives which every business must adopt to maximize success.

Some of the Areas Examined

- Financial records, statements and reports
- Flow of documents and procedures
- Goals and strategic planning
- Organizational structure and its function
- Policies and procedures
- Employee attitudes
- Key employee incentives
- Management (ownership) philosophy
- Waste, theft, fraud and overhead controls
- Pricing, estimating, sales and marketing
- Purchasing, material cost and labor cost
- Inventory turns and control
- Productivity-based excess profit incentives for employees
- Production processes including layout, receiving, shipping and warehousing
- Quality control
- Credit policies and accounts receivable collection procedures
- Administration and office management
- Employee issues including manuals, job descriptions and training
- Estate planning, strategic tax planning, asset protection planning and transactional tax planning
- Website development and online business strategies



THE SPECIALIST

consulting services

The team implements recommended procedures and solutions which are applicable to your business.

The Consulting Services teams we represent are comprised of some of the brightest minds available. All have practical, hands-on business management experience. Nothing is left to theory. Our Consulting Directors, Senior Project Managers and Senior Business Consultants are all degreed, ...and include MBAs, PhDs, Attorneys, CPAs and other professionals from a wide variety of industries and disciplines.

The team concept is observed in the development and implementation of recommendations tailored to your specific needs. Regular counsel sessions are conducted between onsite consulting staff, senior management and other experienced executives to seek resolutions to your unique situation.

Support services include professionals in the home office who are well-equipped to access industry standards and technological data to assist consultants working onsite at your business. Thousands of client case histories are available as a resource to the consulting team. Consultants also draw from other company resources including articles, academic papers, management reports and comparative industry financial data provided by The Risk Management Association (RMA).

The team applies this information, with its professional expertise, to implement recommended procedures and solutions which are applicable to your business. Involving client management is a key part of the model for developing and implementing customized solutions. You are apprised on a daily basis how the projects you have authorized are progressing so there will be no surprises. You will full comprehend the new business concepts that are introduced and implemented.



CASE HISTORIES

General Contractor

“The business experts . . . were able to recognize that we had changed our original game plan. There was fear in the ranks from my sales team all the way up to me that we could not sell at proper pricing any longer. I knew that we had to try to increase productivity, but the mood was so poor that it was very difficult to drive that. So we started to fool around with the pricing, and think that we could actually recover by selling volume versus our profit points. That consultant proved to us that by going with a stronger personality and attitude with value we could actually maintain what we had before. The companies in the industry were actually failing, and we were able to play off their failures and become a safer, better choice.”

Inventor/Manufacturer

“I was under the delusion that I was the only person that could affect any change in the business. And then I run into these people . . . They have a greater set of tools, a greater set of skills than I will ever acquire. I am educated as an inventor. I do that kind of stuff. And to find these people is a huge resource to me. I am no longer self-limited. I’m trying these uphill battles of re-organizing a business. It’s a fool’s errand for me. When I can get these guys to come in who hit the ground running. They’ve done this. I don’t need to re-invent any wheels. It’s been a great relationship.”



FACTORS DRIVING THE VALUE OF YOUR BUSINESS

MANAGEMENT

Planning

- Company Policies
- Profit Planning
- Rate of Margin
- Mandatory Minimum
- Acquisition
- Rate of Overhead
- Absorption
- Capital Management
- Short- and Long-Range

Organization

- Organization Analysis
- Key Employee Incentives
- Communications
- Management Reports
- Executive Appraisal

Economic Studies

- Feasibility Surveys
- Competitive Analysis
- Employee Benefit Programs
- Long-Range Incentive Plans
- Product Line Analysis
- Product Planning & Development

OPERATIONS

Production

- Plant Layout
- Material Handling Methods
- Quality Controls
- Planning and Scheduling
- Preventive Maintenance

Personnel

- Wage and Salary Administration
- Supervisory Management
- Employee Training
- Job Standards and Evaluation
- Productivity-Based Incentives
- Retirement Plan

Office

- Organization Analysis
- Cost Control Planning
- Clerical Work Measurement
- System and Procedures Analysis
- Work Simplification
- Records and Forms Control

Purchasing

- Procedures and Controls
- Inventory Control
- Specifications and Standards
- Value Analysis Programs

CONTROL

General Accounting

- Simplified Accounting
- Systems and Procedures Analysis
- Profit and Expense Control

Reports

- Profit and Loss Statement
- Balance Sheet
- Cash Management
- Daily and Weekly Cost Reports

Cost Systems

- Costing Methods
- Cost Controls
- Cost Analysis

Information Systems

- Systems Analysis
- Programs
- Installations
- Evaluations





TAXES

Exit Strategy Planning

- Plan for Succession
- Control with Buy/Sell Agreements
- Key Person Insurance
- Maximize Retirement Income

Estate Planning

- Minimize Estate Tax
- Effective Transfer of Wealth
- Maximize Charitable Giving
- Ensure Privacy

Tax Planning

- Minimize Tax Liabilities
- Defer the Payment of Tax
- Fund Benefits with Pre-Tax \$

Retirement Planning

- Provide Cost-Effective Benefits
- Maximize Plan Contributions
- Provide Benefits to Owner and/or Selected Employees

Entity Structuring

- Business Form - Corp., LLC, etc.
- Personal Asset Protection
- Corporate Asset Protection



FINANCE

Planning

- Financial Reorganizations
- Capital Structure
- Long-Range Policies
- Use of Funds

Control

- Cash Forecasting
- Budgeting of Operations
- Expense Allocation
- Employee Training

Economic Analysis

- Financial Ratios
- Sources of Funds
- Reserves
- Equity Funds



MARKETING

Sales

- Organization
- Compensation
- Sales Forecasting
- Market Analysis
- Sales Lead Development and Control
- Website and Online Business Strategy

Service

- Customer Support
- Follow-Up
- Satisfaction Levels
- Response Time

Advertising

- Budgeting
- Sales Promotion
- Market Research
- Agency Selection

Public Relations

- Industry
- Stockholder
- Employee and Union
- Government and Community
- Environment and Health

Your questions answered

We have our own business management group.

What more can you possibly offer?

Your management group is on your payroll, controlled by your policies and inclined to express what top management wants to hear. We offer an independent, objective examination of your operation. Reluctance to seek outside advice is one of the major reasons for business failure.

We have business secrets we want to protect.

How can we be sure our privacy will be protected?

A legally binding confidentiality agreement is provided to address this concern. It is essential that a high level of privacy is exercised and maintained with regard to all your information, as well as the attitudes and opinions conveyed by your employees. To be successful as consultants we must gain their confidence, as well as yours. You will be provided with candid advice in a confidential and respectful manner.

We're satisfied with our profit.

Why do we need more?

You are probably too self-satisfied. Complacency has destroyed more prosperous companies than any other business malady. What are your assurances you will continue to make a profit? Are all departments contributing to your profit, or don't you know? How can productivity-based excess profit incentives be used to motivate employees to help you grow your business and secure your financial future?

Are you simply hatchet men cutting costs by firing staff?

Contrary to that perception about some management consultants, our process focuses on evaluating your management systems and personnel to help you become a more efficient, cost-conscious, incentive-driven organization. If your staff is under performing, our first objective is to improve their productivity and help you develop them into a team with common goals.

How can we afford consulting services?

Management consulting is an investment in the health of your company and its future. The services provided are designed to return more than their cost as a result of the improvements in efficiency and productivity, cost-cutting, income enhancements and tax savings. We recognize that your mission as a business owner is to achieve a significant return on investment.



Why engage us?

We believe that every business is unique. The problems and issues that require corrective action to produce a desired result are best resolved with custom designed methods, systems, and controls. We provide you access to an extensive, highly experienced group of professionals that specialize in serving small and medium-size businesses. They have demonstrated they are adept at designing and implementing change in a seamless manner. The broad-based business experience of our group members measures in the thousands of years when considered collectively.

Our business analysts and consultants are some of the most talented in the industry and will provide your company with a roadmap for profitability and overall success. Similar to a top trainer for a professional athlete, our senior business analysts and consultants will push you to become the best you can be. We refuse to accept anything less for you and your business. That being said, you must be fully committed to success before we can commit to you. With your cooperation, we will show you how to build a better business and steer you towards success and profitability.

We are part of your team. We work with you onsite to make the necessary changes in your business — changes that will enable you to join the ranks of the best-managed and most profitable companies in business today.

We offer a combination of expertise and unsurpassed technology resources. We have invested in a multimillion-dollar Cisco IT infrastructure complete with one of the richest business databases in the world. Our multiple, state-of-the-art control centers help ensure our commitment to excellence for the benefit of our clients.

The business analysis is performed by an expert analyst who has performed hundreds of onsite company analyses in the past. Our policy requires that a business analysis is performed prior to engaging clients in consulting projects. Ethical business analysts are trained to discover problems, determine how to solve them and prioritize those that can provide the business owner a significant return on investment. Many business owners, as well as boards of directors, engage our analytical services for a checkup for the same reason a person visits the doctor for a physical. During the exam, all major components of the client's business are evaluated.



Our mission is as clear as it is simple:

We deliver the wants and needs of our clients based on professionally set expectations.

Member* and Subscriber to the Standards of:

BUSINESS CONSULTING

- U.S. Chamber of Commerce
- American Management Association
- American Marketing Association
- American Production and Inventory Control Society
- American Society for Training & Development
- American Business Women's Association
- Turnaround Management Association
- Institute of Management Consultants
- Women in Consulting
- Society for Human Resources Management
- Association of Management Consulting Firms
- Illinois Manufacturers Association
- International Business Brokers Association
- Institute of Certified Business Counselors
- National Association of Personnel Services
- National Association of Women Business Owners
- Certified General Accountants Association of Ontario

BUSINESS VALUATIONS

- National Association of Certified Valuation Analysts (NACVA)
- American Institute of Certified Public Accountants (AICPA)
- American Society of Appraisers (ASA)
- The Appraisal Standards Board (ASB)

TAX CONSULTING

- American Bar Association
- Financial Planners Association
- Institute for Professionals in Taxation
- National Association of Enrolled Agents
- Risk and Insurance Management Society

And, numerous other professional associations of which our employees are individual members.
*Either as a business entity or through our employees as individual members.

Business Analytical Services

Analyzes financial, operational and sales functions of businesses, identifying strengths and deficiencies, and providing recommendations for improvement.

Consulting Services

Develops and implements solutions to business deficiencies to achieve clients' individual and business goals.

STA

Provides personal and corporate strategic tax planning and represents clients in resolving issues with federal and state tax agencies.

STA-IS

Assists clients with implementation of tax and estate plans developed by STA.

VAS

Provides accounting and compliance services, as well as NACVA, and ASA certified personnel preparing Business Valuations, and Business Value MappingSM.





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