

Welcome To

**FORMICIDAE**

Outsourced Finance

JANUARY 2023



# FORMICIDAE

understands the importance of having an exceptional and dependable finance team covering end-to-end accounting, bookkeeping, tax preparation, and financial consulting. We provide reliable Business-to-Consumer (B2C) and Business-to-Business (B2B) finance outsourcing solutions.

## Our Capability:

- Provide a financial compass to individuals and SMEs
- Serve as an Offshore Extended Team to CPAs, Accounting Firms, and Companies

- 1 Formicidae-to-End Consumer.** Tax preparation and filing, bookkeeping, budgeting, invoicing, accurately tracking cost, cash flow management, and identifying accounting errors are among the services we provide to ensure reliable financial record-keeping.
- 2 Formicidae-to-CPA, Accounting Firms and Companies.** We have a dependable finance team ready to perform as your team extension and outsourced partner for your accounting, bookkeeping, audit, and other financial consultancy services.
- 3 Offshore Staff Augmentation:** Formicidae can build your offshore team of CPAs, accountants, bookkeepers, auditors, administrative assistant, and virtual staff. You tell what we need, and we will deliver. We will provide end-to-end HR services based on your needs.

# Benefits and Advantages

## Formicidae-to-End Consumer

## Formicidae-to-CPA, Accounting Firms and Companies

## Offshore Staff Augmentation

- Seasoned U.S. and trained Filipino CPAs, accountants, and bookkeepers with multi-industry experience
- Certified financial experts with proven track-records
- Quick and efficient turnaround and delivery
- Comparatively lower cost without sacrificing quality

- Extends the capacity of the company to take in more clients
- Lower operational cost due to sharing of resources and expertise
- Quicken delivery of output
- Can cut labor cost up to 70%
- Relief from added HR functions and roles
- Removes earmark for employee benefits and bonuses

- Unloads burden of faster screening, selection, hiring and onboarding
- Relieves management from other HR functions that require labor and time
- Assurance of competent staff selected through an efficient process
- Can cut labor cost up to 70%
- Removes earmark for employee benefits and bonuses



# Accounting Services Fee

(the interpretation and presentation of financial data to business owners and investors)

- 1 Income tax preparation and compliance
- 2 Financial accounting:  
Compiling information for financial reports for internal management or external reporting.
- 3 Cost accounting
- 4 Managerial accounting
- 5 Corporate financial consulting services
- 6 Cash flow reporting

## Additional Accounting Services (a la carte)

- 1 Integration of accounting software packages.
- 2 Auditing services
- 3 Tax accounting and planning
- 4 Financial planning and analysis modeling
- 5 Corporate financial advisory services
- 6 Income preparation and filing (personal and business)
- 7 Forensic accounting services
- 8 Daily cash reporting
- 9 Payroll and overhead burden



# Bookkeeping Service Fee

(keeping records of financial statements such as balance sheet, income statements, and cash flow)

- 1 Complete data entry
- 2 Collect transactions
- 3 Track debits and maintain and monitor financial records
- 4 Pay invoices
- 5 Payroll transactions
- 6 Reconcile bank accounts
- 7 Manage bank feeds
- 8 Handle accounts receivable
- 9 Handle accounts payable
- 10 Prepare financials statements



# Rates per Level

Our fixed monthly fee covers costs involved in developing the best finance and accounting solutions that your business needs. Aside from the overhead costs involved in our accounting process, our operating costs cover our Quality Assurance Review, Dedicated Account Management, and Continuous Learning for our employees.

## 1 Associate Director

## 2 Senior Associate

## 3 Associate

## 4 Junior Associate

- CPA
- Over **7 years'** related experience in **audit firm or finance analysis in multinational companies**
- Experience in managing a team, project and own a workload

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**\$ 3,500 -  
\$ 5,000/mo**

- CPA
- Minimum **3-5 year's** **finance and accounting** experience

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**\$ 2,800 -  
\$ 3,400/mo**

- CPA
- Minimum **2-3 years'** accounting experience

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**\$ 2,300 -  
\$ 2,700/mo**

- Minimum **1-2 year** of accounting experience

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**\$ 2,200/mo**

### Junior Associate

- Fresh from University
- Accountancy Graduate

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**\$ 1,800/mo**

# FORMICIDAE-TO-END CONSUMERS

## Inclusion

The monthly fixed fees cover the cost of the facilities, equipment, management, and overall care for your resources.

- HR Management
- Quality Assurance Review
- Dedicated Account Manager/ Director for Escalation
- Dual Screen Monitor
- Camera
- Health Insurance
- Training Facilities
- Subject Matter Experts
- 13<sup>th</sup> month, sick leave and vacation pay-out

## Terms and Conditions

1. **Talk to your accountants.** We assign a dedicated client manager for your account to give you better monitoring systems. For unlimited access to your team, communicate concerns and inquiries through Skype.
2. **Scale up easy.** Should any need of additional workload arise, we are already to accommodate them.
3. **Use the best tools.** Our accountants are proficient in using the latest tools and software the market offers.
4. **Work under flexible contract.** We guarantee our clients ad no lock-in period contract. However, should either party decide to withdraw from the agreement, it is our requisite that the concerned entity renders not less than 2 months term of notice.
5. **No setup fee:** Upon onboarding, we setup the groundwork without any additional cost and take full control of your operations from then on.



# Industry Specific Accounting



## Construction Financial Management



## Restaurant & Hospitality Financial Management



## Real Estate Financial Management

## Formicidae Accounting Solutions

- Accounting Methods: Accrual Basis, Cash Basis, Percentage of Completion Method, and Completed Contract Method
- Work in Progress Reporting
- Construction General Accepted Accounting Principles Application
- Payroll Management
- Bookkeeping
- Tax Compliance
- Accounting Software and Cloud Computing

- Monthly profit and loss with year-to-year comparatives, restaurant specific payroll, credit cards and bank charges reconciliation, vendor invoice reconciliation, and cash flow control to maximize profit
- Includes computation for cost of labor, cost of goods sold, chart of accounts, and cost-to-sales ratio, among others
- Payroll Management, Bookkeeping
- Tax Compliance
- Accounting Software and Cloud Computing

- Audit Defense, Capital Gains Tax Management, Asset Management, and Financial Information for Real Estate Accounts
- Rental properties deductions computation for depreciation, maintenance and repair cost.
- Payroll Management
- Bookkeeping
- Tax Compliance
- Accounting Software and Cloud Computing

# Fractional & Part-Time CFO Services

- 1** Valuations
- 2** FP&A services
- 3** Cash flow modeling
- 4** Short-term cash management
- 5** Working capital strategy
- 6** Budgeting and forecasting
- 7** Cost reduction and expense analysis
- 8** Capital asset management
- 9** Operational review and strategy
- 10** Management team participation
- 11** Business strategy development
- 12** Restructure your business model
- 13** KPI's and
- 14** Accounting system implementations.





# Consulting & Advisory Services

## Consulting Services – short-term solutions

- 1 Define your EBITDA
- 2 Do you have a succession plan?
- 3 Identify ways a company can cut costs
- 4 Exit opportunities
- 5 Payroll Burden & OH calculations
- 6 Automated WIP reporting process

## Advisory Services

- 1 Tax Advisory Services
- 2 IT Advisory Services
- 3 Long-Term problem-solving approaches with various subject matters





## RATES PER LEVEL

Our fixed monthly fee covers all costs involved in developing the best finance and accounting solutions that your business needs. Aside from the overhead costs involved in our accounting process, our operating costs cover our Quality Assurance Review, Dedicated Account Management, and Continuous Learning for our employees.

## TEAM SOLUTIONS

Services	Standard	Extended	All-In
<b>Scale</b>	Bookkeeping Transaction processing Payroll BASIC Monthly Reports	Standard+ Monthly Reports Cashflow Forecasting Budgeting KPI Recording	Internal Control Structure Budget vs. Actual Variance Analysis FS for external use Ad Hoc tasks for the CFO
<b>Start Small</b> 10 hours per month Best for Startups	\$ 600/mo	Not Applicable	Not Applicable
<b>Get Growing</b> min 40 hours per month Ideal for Small Teams	\$ 1,600/mo	\$ 2,100/mo	\$ 2,600
<b>Half-Time</b> min 80 hours per month Ideal for Growing Teams	\$ 2,500/mo	\$ 2,900/mo	\$ 3,500
<b>Full-Time</b> 160 hours per month Ideal for Businesses	\$ 3,500/mo	\$ 4,000/mo	\$ 5,500/mo

## TEAM SOLUTIONS

### Inclusion

The monthly fixed fees cover the cost of the facilities, equipment, management, and overall care for your resources.

- HR Management
- Quality Assurance Review
- Dedicated Account Manager/ Director for Escalation
- Dual Screen Monitor
- Camera
- Health Insurance
- Training Facilities
- Subject Matter Experts
- 13<sup>th</sup> month, sick leave and vacation pay-out

### Terms and Conditions

1. **Build your team.** Upon onboarding, we provide you a team with one Junior Associate/Associate and a Senior Associate to work on your account. In the event of turnovers and leaves, the Senior Associate is in the front line to back up and assure continuity of day-to-day operations.
2. **Talk to your accountants.** We assign a dedicated client manager to your account to give you a better monitoring system. For unlimited access to your team, communicate concerns and inquiries through Microsoft Teams or Skype. You may also opt to send them an email to their respective addresses. We're also open to having online video conference calls through Zoom, Microsoft Teams, and Google Meet.
3. **Use the best tools.** Our accountants are proficient in using the latest tools and software the market offers. We partner with accounting giants such as Xero, QuickBooks, FreshBooks, and Intuit to make sure you get the best out of our services.
4. **Work under flexible contract.** We guarantee our clients ad no lock-in period contract. However, should either party decide to withdraw from the agreement, it is our requisite that the concerned entity renders not less than 2 months term of notice.
5. **No setup fee:** Upon onboarding, we setup the groundwork without any additional cost and take full control of your operations from then on.

# Outsourcing Capital of the World

“ The Philippine government recognized the importance of developing its BPO sector as early as 2002, when Mar Roxas, then-secretary of trade and industry, lobbied Congress to amend Republic Act 7916 in order to allow office buildings to be registered as an “ecozone”, providing BPO investors an exemption from paying national and local taxes in favour of a 5% gross income tax. ”

OXFORD BUSINESS GROUP



## The Philippine BPO

1.44 million

Number of Filipinos employed in the BPO Sector

\$38.9 billion

Expected revenue by the end of 2022

\$30 billion

Estimated annual contribution to the Philippine economy

77%

of the total BPO clients in the Philippines are U.S.-based companies

15%

of the total GLOBAL BPO MARKET is outsourced to the Philippines

700+

Number of BPO companies in the Philippines

Source: \*The Philippine Star \*Manila Times \*Colliers \*USource.Me \*Outsourceaccelerator \*Sourcefit



# Why Outsource in the Philippines?

No surprise: This former American commonwealth in Southeast Asia has become a top BPO destination for US-based companies. Both countries share a common past, the Philippines, at one point, became a mirror image of American culture for nearly fifty years.

The Philippine educational system is modeled after the US and considered as the most “Westernized” country in the Asian region.

The country has a high literacy rate of 96.8%, and 80% of its population or 80 million Filipinos speak English. The Philippines is famous not only for its exotic tourist destinations but also for its dependable, world-class human capital spread across multiple industries.



**Reduced operation cost as much as 70%**  
to standard U.S. pay rate across different levels



**Strong and sustained government support**  
Economic laws and policies are set in place and established a robust BPO business environment



**Cultural compatibility**  
Filipinos are innate hard workers who go the extra mile, friendly with amiable personality, committed and highly motivated with a deep sense of purpose



**Excellent communicators in English**  
The Philippines is the third largest English-speaking country in the world. Filipinos have a neutral accent with a command of the English language both in speaking and writing



**Abundance and availability of top-notch talent**  
The country abounds with dynamic, technology-savvy, well-educated and ambitious talents who want to make it big in the real world. They have experts in various fields and excels in what they do

**FORMICIDAE** has an established US-based management team that serves as the liaison between US clients and the Philippine team. Our setup ensures legal compliance, implementation of best practices, and seamless delivery of services.

ABOUT US

# FORMICIDAE

## your dependable business partner

Our philosophy is based on the ants' perseverance, grit, can-do-never-quit attitude, and the belief that no goal is too big that it cannot be accomplished.

Named after the tiny, committed hard workers, FORMICIDAE provides an augmented workforce, ready to carry the load of outsourced services.

**FORMICIDAE**  
INNOVATIVE OUTSOURCING

## Your business growth is our business.

Formicidae has professional teams in the United States and the Philippines with varied skill sets, talents, and expertise, highly motivated to perform outsourced tasks critical to clients' success.

We nurture a passion for business growth and find fulfillment in helping clients achieve their goals. Even the most seasoned solopreneurs need help to carry their business burdens. That's why we are here, for no task is too small or unimportant for individuals or startups with big dreams.

For medium to large companies, we add muscle to their business capabilities through outsourced services. We expand your capacity to perform and improve efficiency without sacrificing quality.

## Outsource your success to **FORMICIDAE**.



“ Our mission is to empower businesses by helping them grow through increased revenue, lowered operational expenses, and fast staff augmentation. ”

“ Formicidae envisions a global business environment where companies thrive through our outsourcing services. ”

“ Do what you do best;  
Outsource the rest! ”





# Thank You!

