



A. FRETT ACCOUNTING SERVICES, INC.

Capability Statement

Introduction

Alana Frett is the President and Founder of A. Frett Accounting Services. With over 15 years of experience, Alana has worked in numerous accounting positions for corporate, private and non-profit industries. While working with clients, she has witnessed the challenges that many business owners faced while managing their own books, specifically small businesses. She realized there is a growing need to assist and educate business owners on the importance of maintaining accurate accounting records. The desire to support businesses and her natural love for accounting inspired her to build a client-focused business that will help owners understand and better control their assets.

Core Competencies

Our staff is highly qualified and specialized in the following services:

- Accounts Payable Processing
- Accounts Receivable Processing
- Bank/Credit Card Reconciliation
- Budgeting/Forecasting
- Consulting Services
- Financial Analysis/Evaluation
- Fixed Assets Management
- Financial Reporting
- General Ledger Maintenance
- Payroll Support
- Professional Training
- Tax Planning and Preparation



Past Performance

- Assisted with accounting software conversion and implementation.
- Assisted with internal and tax audit.
- Prepared budget and analysis forecast
- Provided management oversight.
- Provided payroll services and support.
- Provided training.
- Set up and managed fixed assets module.

Systems

- Standard Office software's – Microsoft Office 2010/XP and Microsoft Internet Explorer.
- Additional software's – ADP software, AS400 Software, Church Pro, Epicor Software, FAS Software, Paychex software, People Soft 8.0, Power Church, Peachtree, QuickBooks, Deltek Cost Point and Deltek GCS Premier.

Socio – Economic Factors

- Economically Disadvantage Women Owned Small Business
- Minority Owned Business
- Women Owned Small Business

Codes

- **Cage Code:7KWE4**
- **Duns# 066789971**
- **NAICS Codes:**
 - 541213 – Tax Preparation
 - 541214 – Payroll Services
 - 541219 – Other Accounting Services
 - 541611 – Administrative Mgmt. and General Mgmt. Consulting Services
 - 541618 – Other Management Consulting Services

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