



Willow & Pine Sample Report

Demonstration project for Madison Back Office Solutions

This document is an illustrative sample created to demonstrate Madison Back Office Solutions' approach to bookkeeping organization, reporting support, and back-office clarity. It is not based on a paid client engagement and does not contain real client data.

Project Snapshot

Willow & Pine represents a growing small business that needs a more organized monthly bookkeeping workflow. Financial records exist, but information is scattered across statements, invoices, spreadsheets, and day-to-day operational notes. The purpose of this sample is to show how Madison can organize records, support recurring review routines, and turn details into useful financial summaries.

Sample Objectives

- Create a repeatable monthly review process.
- Organize transactions and related source documents.
- Support reconciliations and follow-up review items.
- Present a cleaner picture of income, expenses, and outstanding questions.

Illustrative Monthly Workflow

Area	Priority	Review Step
Bank activity	Routine	Reconcile
Vendor expenses	Routine	Categorize
Customer invoices	Review	Check balances
Monthly summary	Review	Prepare report

What This Demonstrates

- **Organized records:** a structured process for gathering information and maintaining consistency.
- **Review routines:** a practical monthly cadence for reconciliations, categorization, and follow-up.
- **Readable reporting:** clear summaries that help a business owner understand what needs attention.
- **Back-office support:** dependable administrative assistance that supports regular operations.

Example Takeaways

In a real engagement, the value of this process is not simply “keeping the books.” It is creating enough structure that a business owner can review the numbers with more confidence, spot issues earlier, and make decisions without chasing information across multiple places.

Possible Deliverables in a Future Portfolio Expansion

- Spreadsheet screenshots with sensitive information removed.
- Simple monthly reporting examples.
- Before-and-after workflow visuals.
- Illustrative dashboards or reconciled summary views.

Want to discuss your bookkeeping or reporting needs?

Madison Back Office Solutions offers support with bookkeeping, sales and use tax compliance, business support, invoicing, and back-office organization for small businesses.

Website: madisonbackoffice.com