

## Our Staff

Brenda S. Catalanatto

*CPA, CVA*

Claire G. Gipson

*Accountant*

Donna P. Dupre

*Accountant*

Dana B. Armand

*Assistant Bookkeeper*

Julie C. Thurman

*Administrative Assistant*

Sharon C. Bourgeois

*Administrative Assistant*

Michelle A. Catalanatto

*Administrative Assistant*

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Baton Rouge, LA 70806

**Brenda S.  
Catalanatto,  
CPA, LLC**

**Certified Public  
Accountant  
&  
Business and  
Financial Advisors**

## Our Philosophy

Our philosophy is to provide valued, high quality tax, accounting, financial planning and other services in a timely manner at a fair charge.

## Our Availability to Meet Your Needs

Our standard office hours are 8:30 am until 5:00 pm, Monday through Friday. Early morning, evening and weekend appointments can be made as necessary to fit your schedule. Feel free to deliver or pickup data without an appointment at any time. Appointments should be made for more time-consuming needs. Phone calls can be made at any time during standard office hours. We attempt to be very accessible to you and try to return phone calls the same day if we are unavailable when you initially called.

## Summer Hours

Monday-Thursday 8:00 to 5:30pm  
Friday 8:00  
to 12:00pm

## Our Services

We at Brenda S. Catalanatto, CPA, LLC offer a vast array of services to our clients, including, but not limited to:

- Income Tax Return Preparation
- Management Consultation and Budgeting
- Bookkeeping
- Consulting Including Retirement, Education, and Estate Planning
- Training in Accounting Procedures
- Tax Planning and Research
- Bank Loan Package Preparation and Consulting
- Payroll Tax Preparation
- Sales Tax Preparation
- Representation before Internal Revenue Service and State Tax Authorities
- Quickbooks Training- In House/On Site
- Payment of Monthly Bills and Processing of Accounts Receivable and Payables
- Preparation of Periodic Payrolls and Payroll Tax Deposits
- Assistance With Starting in Business Matters and Procedures
- Valuation of Businesses
- Litigation Support Services

## Our Charges

Our charges are primarily based on the time required to service your needs plus direct costs such as copies, postage and computer charges. Our standard time charges are based on the person providing the service and currently are as follows:

**Secretary/Bookkeeper**  
\$35-\$75 per hour

**Accountant**  
\$60-\$90 per hour

**CPA/Senior Accountant**  
\$135-\$175 per hour

Hourly rates for some special services may vary from these standard rates.

Our time rates are kept at or below the standard rates for CPA firms in our business area. Our bills are issued within the first ten days of the month following the providing of services. All payments are due upon receipt unless other arrangements have been made in advance. We welcome discussing our charges before or after billing.