



The ease of outsourcing with ADP TotalSource®

Minton CPAs & Associates PLLC is a full-service accounting firm, licensed in Virginia, that offers an array of services to their clients including personal and business tax services, bookkeeping services and payroll services. Over the course of 32 years in the industry, they have continued to look for tax savings opportunities mostly for entrepreneurs in all types of industries and professions. Tina Minton, owner, shares her thoughts and experience with ADP®.

Integrity is everything

When I started my business, I had only one client — that's it. What's helped my business grow over the years is not only providing valuable services, but the word of mouth we have garnered due to transparency and honesty. We simply won't take on business for the sake of taking on business. It has to be a right fit. We had a client whose in-house accounting department completely walked out and they wanted us to come in and run it all. We had to refuse it based on the enormity of that responsibility at the time but proposed we reconvene the discussion after their busy tax season. Why? Because if a client is going to invest their money into services we can provide, we don't want to approach it ill-prepared and fail. Instead we want to be able to put the necessary time and energy into delivering the best possible service we can. It all starts with integrity and being aware not to dilute those standards. That high standard of service and product are the main reasons I feel that ADP has been a good fit for us.

The advantages and ease of outsourcing

Having worked with ADP for three years now, we are very happy with ADP TotalSource. We used to do all of our payroll in-house, but the administrative tasks are time consuming. But by outsourcing to ADP, it allows us to do what we do best — focusing on the needs and demands of our entrepreneurial clients as they continue to grow.

Tina Minton
Owner



Quick facts

-  **Company:** Minton CPAs & Associates PLLC
-  **Headquarters:** Virginia Beach, Virginia
-  **Industry:** Accounting
-  **Established:** 1988
-  **Employees:** 10
-  **Website:** christinamintoncpa.com

Business challenge: Not having a dedicated resource to help support the HR, payroll and compliance concerns of internal staff and clients.

How ADP helped: ADP TotalSource provided the resources needed to address these challenges, while providing Minton's team more time to focus their expertise on helping promote the growth of their clients.



And, with ADP also handling the payroll for all of our clients, I have peace of mind knowing that responsibility is being handled by a company — similar to us — that is focused on doing what they do best.

Additionally, TotalSource just makes things easy. From something as simple as adding or removing our seasonal employees, to more complex issues like running reports and end of year information for our clients. Like most accounting firms, we rely heavily on information and when we need it, we need it in a timely manner. Just being able to pull reports from TotalSource right after we run a payroll is a huge timesaver. This is especially helpful when we pull reports at the end of the year because we don't have to ask our clients for their W-2s, we can simply pull that information ourselves. And if we notice there are any issues or discrepancies to address, we can just log in and make the adjustments instead of waiting for the client to get back to us. It's very effective in allowing us to work more efficiently.

ADP is part of my team

There's no denying that it helps my business to be surrounded by a good team. Within my company, my internal teams have been my partners throughout this journey. But, it doesn't end there. The fact that I have an ADP team makes a tremendous impact on my business. ADP is very service and customer orientated and there is always a direct point of contact when needed. This is another huge timesaver.

Having a designated HR rep, payroll rep and benefits rep makes such a difference because if we don't have time research the issue at that moment, we can simply email or call one of our reps and they will provide us with the information we need to help us and our clients. It circles back to letting ADP do what it does best so we can focus on what we do best, knowing with full confidence that working together as a team is what helps us be more productive and valuable to our clients. An added bonus to having this team of resources is not having increase our in-office headcount which has saved me upwards of \$24,000 a year that I'm able to put into other resources needed for my business.

An all-around powerful tool

TotalSource is a powerful resource for HRO solutions needed outside of payroll and benefits administration. From a technology standpoint, it provides us with seamless integration to sync our payroll and map it directly to Quickbooks which is great at saving us time instead of doing adjusting journal entries, if needed. If you're a firm paying hundreds of employees — that's a big deal.

From a compliance position, it's very assuring knowing that any changes in regulations and labor laws are automatically taken in consideration and updated in the ADP system, helping to remove the worry of non-compliance from the table. We know a lot here at our firm, but there are times where we simply don't know what we don't know.

And, I personally created our employee handbook and it was extremely beneficial to be able to have an ADP rep help walk me through all of the steps to help ensure I had everything I needed to protect my business.

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Always Designing
for People™

There are a lot of rules and regulations in the state of Virginia, some constantly changing, and there are certain things that you can and can't do as a salaried or hourly employee. Thing is, these rules are not exactly common knowledge. So to have someone in my corner who specializes in those HR aspects has helped remove the concerns of liability while also saving us time and money by not having to take courses or be trained on compliance issues.

#workingfor

Leaving behind my legacy. I think there's something to be said about finding a unique CPA who has a niche with the entrepreneur mindset, and I think leaving your legacy behind and training the younger generation to continue that entrepreneurial, out-of-box thinking is important. At some point I will be retiring and I'm doing what I can to make sure that all levels of things are taken care of and the clients are happy. Full transparency, full transition. I'm doing everything I can to provide my team with a successful blueprint to continue with, one I feel will benefit everyone in the future.

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