

## OUR POLICIES AND PRACTICES

Our accounting services are personalized and tailored to your requirements. We encourage clients' questions, and are always there for you. Or, if you prefer, we will work with you to make you independent of us. If you're a corporate account, we will work closely with your corporate counsel and, if necessary, furnish comprehensive litigation support.

## YOUR PEACE OF MIND

It's an inviolable rule at Holly Corcoran, CPA, Inc. that a tax return does not leave our office unless it's reviewed at least twice. We return all phone calls in 24-48 hours. Every bit of our work is computerized, and we guarantee client confidentiality. And if ever the government is on your back, we'll be at your side. You can count on us during a difficult audit.

## OUR KNOW-HOW

We've been in business in Northeastern Pennsylvania since 1991, so there isn't much we haven't seen. Our client base ranges from auto racing to wholesale. We work with manufacturers, retailers, and real estate firms. In addition, we have solid experience in non-profits, homeowners associations, governmental organizations and school districts. What may seem like an impossible accounting or tax challenge to you is most likely a routine procedure for us.

*... and the most important reason of all ...*

## A Listing of Our Professional Services

### *Financial Accounting Services*

- Audits
- Reviews
- Compilations

### *Income Tax Planning & Preparation*

- Corporations
- Partnerships
- Limited Liability Companies and Partnerships
- Estate, Gift, Fiduciary
- Individual (Multi-States)
- Electronic Income Tax Filing

### *Other Professional Services*

- Litigation Support
- Forecasts & Projections
- Accounting Systems Support

### *Bookkeeping & Payroll*

- Quickbooks Professional Advisors
- On-line Computerized
- After-The-Fact
- Quarterly Payroll Tax Returns

## Holly R. Corcoran CPA, Inc.

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# HOLLY R. CORCORAN CPA, INC.



FOUR  
IMPORTANT REASONS  
WHY  
OUR ACCOUNTING FIRM  
SHOULD BE  
*YOUR*  
ACCOUNTING FIRM

MEMBER AMERICAN AND PENNSYLVANIA  
INSTITUTES OF CERTIFIED PUBLIC ACCOUNTANTS

# OUR CIRCLE OF EXCELLENCE

## Holly R. Corcoran, CPA

Holly Corcoran is a certified public accountant who has maintained her own practice since 1991. Located in Stroudsburg, PA since 1996, she has built an extensive client base of businesses and individuals. Holly is a summa cum laude graduate of East Stroudsburg University where she earned a bachelor of science in management with a concentration in accounting. After college and prior to opening her practice, Holly audited banks and SEC clients while employed at what was then the nation's ninth largest accounting firm, Laventhol & Horwath. Holly is a member of the American & Pennsylvania Institutes of Certified Public Accountants, AICPA Quality Peer Review Program, Pennsylvania 4-H Horse program, Business Network International (BNI).  
**email: [hrcorcoran@hrcorcoranpcpa.com](mailto:hrcorcoran@hrcorcoranpcpa.com)**



## Meet Our Staff

## Colette M. Mellott, Staff Accountant

With over ten years of accounting experience, Colette Mellott's background is in private industry as well as public accounting. As a certified QuickBooks® Professional Advisor, she provides expert advice to businesses looking to streamline their internal accounting. Colette works with numerous companies and governmental organizations providing controllership-by-the-hour services to "bridge the gap" between the bookkeeping and financial reporting functions. In addition, Colette handles many of the firm's business sector income tax returns and financial statement services. She holds a bachelors degree from Penn State University with a specialty in financial services. Colette is a member of the West End Kiwanis club.  
**email: [cmellott@hrcorcoranpcpa.com](mailto:cmellott@hrcorcoranpcpa.com)**



## Robyn E. Pugh, Audit Manager

A native of Monroe County, Robyn Pugh commands a high level of expertise in both accounting and auditing. She has extensive experience working with school districts, municipal authorities, townships and industrial development organizations and provides them with a variety of services such as audits, special projects as well as a wide range of personalized consulting services. She is a 1999 graduate of East Stroudsburg University with a bachelor's of science degree in management and a concentration in accounting. While at ESU, she actively participated in Omicron Delta Epsilon, the economics honor society. Robyn's passion for real estate investing has prompted her to build and sell several spec homes. **email: [rpugh@hrcorcoranpcpa.com](mailto:rpugh@hrcorcoranpcpa.com)**



## Janice Cabral, Paraprofessional

Janice Cabral's professional expertise is in individual income tax preparation and planning including multi-state returns. She handles the daily operations of the firm and provides bookkeeping, payroll, and QuickBooks® support for the firm's business clients. Prior to joining the firm in 2000, Janice was employed at H&R Block. Currently Janice is completing her associates degree in accounting from Northampton Community College. Janice services as secretary for the East Stroudsburg Softball Parents Association and handles various administrative tasks for the Pocono Family YMCA Piranhas.  
**email: [jcabral@hrcorcoranpcpa.com](mailto:jcabral@hrcorcoranpcpa.com)**



## Praise from our Clients

We have used the services of Holly R. Corcoran, CPA, Inc. for the past five years and have found them to be extremely helpful, professional, and efficient in all our personal and business tax matters. We would recommend the services of Holly and her staff to anyone. If you need help with any tax issues this is the company for you.

*Tom and Kristine Hartmann*  
**Hartmann Electrical Contracting, Inc.**

Holly Corcoran has been our accountant for more than 12 years. Holly and her staff are consistently responsive and provide outstanding service. By taking the time to understand our business and where we are going, Holly allows me to manage our financials in a way that makes sense for us. I know that Holly and her staff will efficiently create our tax returns and financial statements, even while I work day-to-day with numbers that I understand. Holly maintains the highest possible ethics while also being practical and reasonable about addressing the variety of financial challenges that our business faces.

*Barry Klein*  
**Elevations Health Club  
Scotrun, PA**

Holly Corcoran, CPA, does a thorough and timely job of tax preparation. The files were neat, orderly, and organized for great future reference. I would highly recommend her to small businesses!

*Rick Munson,*  
**Business Coach, ActionCOACH NEPA  
Stroudsburg, PA**