



**Silver Oaks**  
**GROUP OF COMPANIES**



**Silver Oaks**  
MANAGEMENT SERVICES



**Silver Oaks**  
INSTITUTE



**Silver Oaks**  
ASSET MANAGEMENT

**COMPANY**  
**PROFILE**

**2024**



# Company Overview



Silver Oaks Group of Companies was founded in 2018 with the genuine objective to make administrative, accounting and finance management easier for organizations by offering reliable, valuable, and efficient outsourcing services. Silver Oaks worry free and long-term relationship approach allows businesses to focus on their core activities and operations, leaving us the headache that administration, accounting, and finance could generate.

## Mission

Our mission is to make it easier for our clients by continuously and consistently delivering excellence, driving positive change and enriching business operations for maximum efficiency.

## Vision

To be the leading provider of seamless, transformative administration and accounting solutions across the hotel, real estate, NGO, and HR sectors. We aim to close gaps, foster collaboration, and drive meaningful change for businesses and organizations through innovative, tailored services.

## Core Values

Reliability | Professionalism | Getting the Job Done | Consistency

# Our Services

## Hotel & Real Estate Development

- Asset management
- Project development admin & accounting
- Project financing and refinancing application
- Logistics management

## Hotel & Vacation Rental

- Configuration and set up of PMS/POS
- Hotel accounting
- Recipe costing
- Training on Income audit, taxes computation and filing and hotel accounting

## Business Plan & Studies

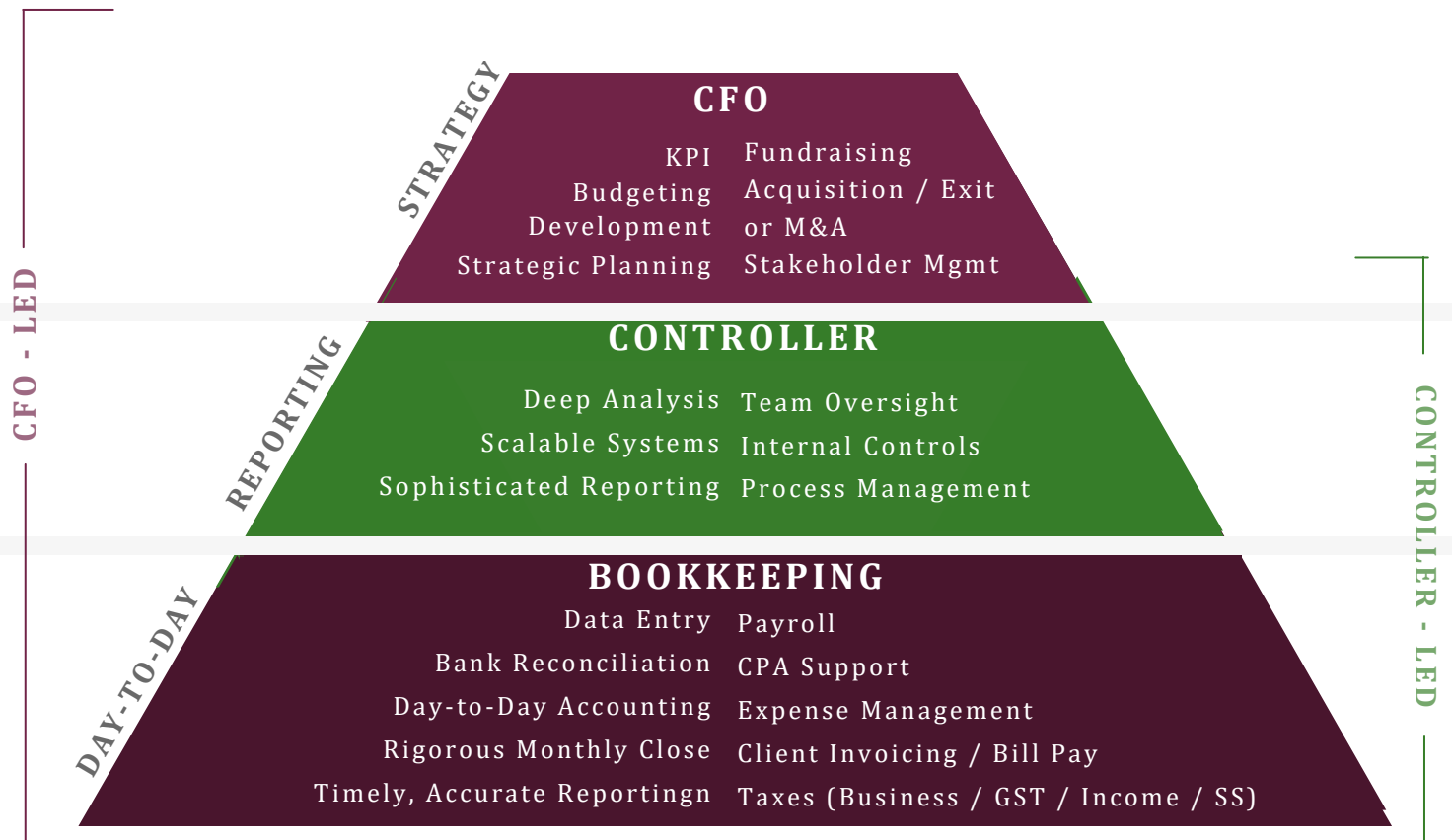
- Business plans
- Market & feasibility study
- Investment Analysis

## NGO's, NPO's, Trust, Funds & Associations

- Day to day administration
- Day to day accounting
- Grantees Capacity building
- Grantees financial screening
- HOA and Strata Corporation accounting
- Grantees AML due diligence

## HR Admin & Payroll

- Salaries & compensation surveys
- Monthly payroll taxes preparation
- Assist with recruitment and selection process
- HR admin support (develop employment contracts, manuals, manage vacation roster etc.)



Each client receives the amount of senior personnel involvement to fit their needs & budget, from project-based to fractional to full-time.

We incrementally build as needs evolve.

# Our Fee Structure

*Our fees are designed to be flexible, reflecting the unique needs of each client and the local market conditions in Belize. These fee ranges provide a general guide, but we recommend a thorough assessment of each client's specific requirements to ensure an accurate, customized quote that considers the complexity and scope of the requested services.*

## BOOKKEEPING

US \$300 to \$2,000 per month

### Influencing Factors:

- **Transaction Volume:** Higher transaction volumes require more time and effort, leading to increased fees.
- **Complexity of Financial Records:** Businesses with multiple income streams or complex financial structures may incur higher costs due to the additional work involved.
- **Reporting Frequency:** More frequent reporting (e.g., weekly vs. monthly) can increase fees due to the additional time commitment.

## FINANCIAL CONTROLLER SERVICES

US \$2,000 to \$6,000 per month

### Influencing Factors:

- **Level of Financial Oversight:** Comprehensive analysis and forecasting services command higher fees.
- **Reporting Requirements:** Customized or frequent financial reports can increase costs.
- **Strategic Involvement:** Active participation in business planning and strategy may lead to higher fees due to the increased scope of work.

## PAYROLL SERVICES

US \$300 to \$1,800 per month

### Influencing Factors:

- **Number of Employees:** More employees result in higher fees due to increased processing time.
- **Pay Cycle Frequency:** Weekly payrolls are more labor-intensive than monthly, affecting the cost.
- **Payroll Software Utilized:** The choice of software can impact fees, especially if specialized systems are required.
- **Employee Turnover Rate:** High turnover necessitates frequent updates, increasing administrative efforts and costs.

# Our Fee Structure (cont.)

## HR ADMINISTRATION

US \$500 to \$5,000 per month

### Influencing Factors:

- **Scope of HR Functions:** Services such as recruitment, compliance, and performance management add to the workload and cost.
- **Employee Headcount:** Larger workforces require more HR resources, influencing the fee.
- **Level of Support Needed:** Ongoing HR guidance and support can increase costs compared to periodic assistance.

## TAX & BANK RECONCILIATION

US \$500 to \$2,500 per month

### Influencing Factors:

- **Transaction Complexity:** International transactions or multiple accounts can complicate reconciliations, leading to higher fees.
- **Reconciliation Frequency:** More frequent reconciliations (e.g., daily vs. monthly) require more resources.
- **Tax Filing Complexity:** Businesses with intricate tax situations may incur higher fees due to the additional analysis required.

# Providing strong support to Help Businesses Grow

We provide strong and reliable support designed to make businesses work life easier, more efficient and more productive.

## Why Choose Us



### Consulting Expertise

Our team possesses deep expertise across various industries, ensuring customized solutions that meet the unique needs of each client.



### Experienced Professionals

Our team have extensive background in accounting, finance, administration and HR, providing high quality services grounded in best practices.



### Cost Savings

Outsourcing reduces the need for in-house staff, lowering overhead costs associated with salaries, benefits and office space.



### Customized Solutions

We provide tailored services to meet the specific needs and goals of each client. We pride ourselves on building strong relationships with our clients, offering personalized attention and dedicated support.



### Regulatory Compliance

We stay up to date with the latest regulatory changes, ensuring our client's businesses remain compliant and avoid any potential legal issues.

# Clients & Portfolio

We've worked with small, medium and large organizations across Belize and maintain a strong relationship with each property.



# MEET OUR TEAM

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**Florent Avella, Managing Director**  
[florent@silveroaksasset.com](mailto:florent@silveroaksasset.com)

Florent Avella is the Managing Director and Founder of Silver Oaks Group of Companies. Florent brings with him a wealth of experience from across the globe, he carries a degree in hospitality management, Certification in Accounting & Finance, US GAAP, as well as Real Estate & Hotel Investment Certification from Cornell University NY. Florent favorite quote "Price is what you pay, Value is what you get".



**Teresita Juan, Executive Administrator**  
[teresita@silveroaksasset.com](mailto:teresita@silveroaksasset.com)

Teresita is a versatile Executive Administrator at Silver Oaks for the past 5 years. She is a "Jack of all Trades" and has come to master each role and task within and out of her designated scope of work.

Aside from her administrative skills, she has built extensive knowledge of the hotel industry in Belize through the conduction of numerous business plans, hotel market studies and investment analysis.

Teresita is also a proud female entrepreneur, owner, and manager of D'Vine Cravings - an independently run cevicheria, since 2018.

Teresita holds an associate degree in business and a bachelor's degree in accounting.



**Sara Escalante, Finance Administrator**  
[sara@silveroaksasset.com](mailto:sara@silveroaksasset.com)

Sara is an accomplished accountant with 10 years' experience in the accounting and finance field. She has worked at prominent organizations such as Ka'ana Resort, the National Institute of Culture and History (NICH) and the Pedro R Lizarraga Group of Companies. She is versed in tax preparation, internal audits, budgeting and forecasting. Sara holds a bachelor's degree in accounting from the University of Belize.



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**Rina Mendez, Business & Administration Manager**  
[rina@silveroaksasset.com](mailto:rina@silveroaksasset.com)

Rina holds a bachelor's degree in accounting. Her combined accounting and business administration work experience of 15 years has evolved from construction developments to flourishing in the hospitality industry and recently earned integral accounting experience in Non-Governmental Organization (NGOs) and Not for Profit Organization (NPOs). Rina was employed by one of Belize's largest resort management companies, where she escalated in her position from an accountant to successfully managing an accounting team of 10+ members as deputy financial controller. Rina joined the Silver Oaks team in August 2021 as Senior Accountant, and her role has grown to support the team as the Business & Administration Manager in the accounting, human resources, team management, and business administration.



**Maricruz Contreras, Accountant Supervisor**  
[maricruz@silveroaksasset.com](mailto:maricruz@silveroaksasset.com)

Maricruz is an accomplished accountant with eight years' experience and holds an associate degree in accounting. Throughout her career, Maricruz has developed strong accounting, analytical and administration skills having held various positions within the hotel and construction industries. Her duties at Silver Oaks Management Services Ltd include filing tax information and checking the accuracy of all financial documents to ensure accuracy and transparency.



**Lillian Centeno, Senior HR Administrator**  
[lillian@silveroaksasset.com](mailto:lillian@silveroaksasset.com)

Lillian is a seasoned Human Resources professional with eight years of experience in the field. Her journey in HR began shortly after she earned her associate degree in business administration with a concentration in accounting.

Throughout her career, Lillian has demonstrated exceptional ability in managing multiple tasks and deadlines, ensuring that all HR functions operate smoothly and efficiently. Her expertise extends across various aspects of human resources, including recruitment, employee relations, and compliance.

Dedicated and proactive, Lillian continues to leverage her skills and knowledge to contribute to the strategic objectives of Silver Oaks Management Services Ltd and its clients.

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**Lissette Arragon, Capacity Building Coordinator**  
[lissette@silveroaksasset.com](mailto:lissette@silveroaksasset.com)

Lissette is a growing professional with a passion for numbers and a keen eye for detail. She has sharpened her skills in financial management and analysis through her experience at prior job positions.

Lissette is a team player and thrives in a collaborative work environment, where she can leverage her skills and experience to drive results.

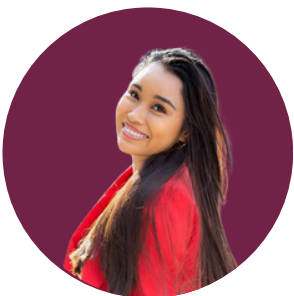
Lissette holds a bachelor's degree in Accounting.



**Alexia Contreras, Junior Accountant**  
[alexia@silveroaksasset.com](mailto:alexia@silveroaksasset.com)

Alexia is a meticulous and dedicated junior accountant with three years of practical experience in the accounting field. She holds an associate degree in business management, equipping her with a strong foundation in both accounting principles and effective organizational strategies. Known for her reliability and goal-oriented approach, Alexia consistently meets deadlines while ensuring accuracy and efficiency in her work.

Her attention to detail and enthusiasm for optimizing processes make her an asset to any team, as she actively seeks ways to enhance productivity and streamline workflows. Committed to professional growth, Alexia embraces new technologies and methods to continually improve her skills and deliver exceptional results for her team and clients.



**Amairani Novelo, Accounts Clerk**  
[amairani@silveroaksasset.com](mailto:amairani@silveroaksasset.com)

Amairani is a personable and detail-oriented accounting professional with a decade of experience serving the financial needs of corporations. Growing up in northern Belize and working across the country, she has developed a broad expertise in various facets of accounting, allowing her to make every transaction seamless and efficient. Outside of work, Amairani enjoys traveling and exploring new places, which fuels her curiosity and love for new experiences.

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**Seidy Valdez, Hotel Head Accountant**  
[seidy@silveroaksasset.com](mailto:seidy@silveroaksasset.com)

Seidy Valdez is the Head Accountant at Silver Oaks, bringing a decade of expertise in the accounting field. She holds an associate degree in Business Science from the University of Belize. Seidy began her career in the hospitality industry as a front desk clerk, and through her dedication and hard work, she advanced to the accounts department, eventually becoming the Head Accountant. She has also earned certifications as a Financial Controller and in Cost Analysis & Reporting Techniques from the International Business and Economic Forum (IBEForum).

Outside of work, Seidy enjoys spending quality time with her family, whether camping, traveling, or watching movies. Passionate about helping others, she also mentors small business owners in accounting during her free time.



**Roxanne Richards, Assistant Accountant**  
[roxanne@silveroaksasset.com](mailto:roxanne@silveroaksasset.com)

Roxanne serves as the Assistant Accountant at Silver Oaks Management Service, where she applies her expertise in financial reconciliation and inventory management to strengthen the client's accounting processes. She holds a bachelor's degree in Accounting from the University of Belize and brings a robust background from various accounting roles, underscoring her commitment to accuracy and efficiency.

In a previous position at a botanical garden, Roxanne expanded her skill set by supporting both accounting and administrative functions, gaining unique insights into operations and plant care. At Silver Oaks, she plays a crucial role in upholding financial integrity and ensuring operational efficiency, actively contributing to the company's growth and success.



**Tania Cruz, Payroll Clerk**  
[tania@silveroaksasset.com](mailto:tania@silveroaksasset.com)

Tania Cruz is a versatile professional with academic training in tourism, business, and accounting. She earned her bachelor's degree in Accounting from the University of Belize in 2020 and brings three years of experience in the lending sector, where she gained valuable expertise in both lending and accounting while working at a leading credit union in Southern Belize. Tania is eager to leverage her combined knowledge in tourism and accounting to further her career and drive her professional growth.

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**Ellerry Esen, Head Accountant**  
[ellerry@silveroaksasset.com](mailto:ellerry@silveroaksasset.com)

Ellerry provides essential support in administrative tasks and contributing to financial and accounting functions as needed. She brings a strong background in optimizing hotel operations, having overseen the implementation and configuration of POS and PMS systems for improved efficiency. Additionally, her experience in preparing income audit and tax reconciliation manuals highlights her expertise in financial compliance and process improvement. Ellerry's skills and proactive approach make her a valuable asset in supporting smooth operations and financial accuracy.



**Wilkin Solorzano, Income Auditor**  
[Wilkin@margaritavilleresortbelize.com](mailto:Wilkin@margaritavilleresortbelize.com)

Wilkin Solorzano serves as an Income Auditor, specializing in financial accuracy and compliance. In this role, he is responsible for reviewing and completing daily revenue reconciliations, reconciling cash sales, and preparing comprehensive audit reports for clients. Wilkin's meticulous attention to detail and commitment to accuracy ensure that all revenue records are precise and transparent, contributing to the financial reliability of the organizations he supports. His expertise in income auditing helps provide clients with a clear and dependable view of their financial operations.



## CONTACT US



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Belize City, BELIZE C.A.

## CONNECT WITH US



Silver Oaks Management Services Ltd.



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