

Main Bookkeeping Services

Basic Package

- **All QuickBooks entries**
Data entry on regular basis
- **Budgeting**
Assist with balancing budget
Set-up projections for new year
- **Financial Meetings with Owner**
Discuss Financial State of Company
Find Solutions to Past Spending Patterns
Cost Cutting ideas to increase profits
- **Maintenance of Vendor and Customer Information**
Update Established Contact Information
Create Profiles for New Clients
- **Management of Accounts Payable Dept.**
Receive and Process Bills
Prepare Checks for Bill Payment
Forecast Plan for Vendor Payment
- **Management of Accounts Receivable Dept.**
Invoicing / Client Billing
Tracking of Unpaid invoices
- **Monthly Reconciliation**
Bank / Loan Accounts
Credit Card Accounts
- **Reports**
Bill Pay Forecast (Accounts Payable Dept.)
Expected Income Forecast (Accounts Receivable Dept.)
Budget Comparisons to Spending
Customized Reports as needed
- **Payroll Services**
Process Payroll Checks on Company's Regular Schedule
Monthly Payroll Taxes (Amounts with Due dates)

Services (Cont.)

(not included in Basic Rate)

Advanced Packages & Projects

- **Advanced Accounts Receivable Dept.**
Collection Calls when needed
Surveys to Gauge Customer Satisfaction
- **Annual Preparation for CPA / Taxes**
Assist in Tax Prep
Categorize and Total Income & Expenses
Follow up with CPA completing Taxes
- **Complete Company Set-up in QuickBooks**
Initial Set-up of Accounts
Entry of Transactions (Year-to-date)
Creation of Custom Reports special to Company's Needs
- **Filing System Startup**
Set-up Storage System
Annual Clean up
Organize Long term Storage
- **Office Organization**
Developing Filing Systems
Paper Management
Developing Work Systems
Office Space Planning
Management of Financial Records
- **Payroll Reports**
Quarterly Reports (Federal / State Payroll Taxes)
Process Annual W-2's and 1099's