

	SILVER	GOLD	PLATINUM
CASH MANAGEMENT			
Record Bank and Credit Card Transactions	✓	✓	✓
Reconcile Bank and Credit Card Accounts	✓	✓	✓
Record Third Party Payroll Entries	✓	✓	✓
ACCOUNTS RECEIVABLE			
Reconcile Accounts Receivable with Deposits	-	✓	✓
Accounts Receivable Monitoring	-	✓	✓
Prepare Customer Invoices	-	-	✓
Receive and Record Deposits	-	-	bank lockbox req.
FIXED ASSETS			
Create and Maintain Depreciation Schedules	✓	✓	✓
Create and Maintain Amortization Schedules	✓	✓	✓
Record Asset Purchases and Sales	✓	✓	✓
INVENTORY			
Record Inventory Transactions	✓	✓	✓
Reconcile Inventory to Actual	-	-	✓
Assistance with Inventory Counts	-	-	✓
ACCOUNTS PAYABLE			
Prepare Annual 1099s	✓	✓	✓
Reconcile Accounts Payable with Vendor Accounts	-	✓	✓
Bill Payment via Bill.com	-	✓	✓
Accounts Payable Monitoring	-	✓	✓
Cash Flow Monitoring	-	-	✓
Payroll Monitoring	-	-	✓
FINANCIAL STATEMENT			
Review General Ledger	✓	✓	✓
Review Journal Entries	✓	✓	✓
Maintain Chart of Accounts	✓	✓	✓
Record Notes and Loans	✓	✓	✓
Prepare Financial Statements	✓	✓	✓
Record Distributions and Contributions	✓	✓	✓
Prepare Trial Balance	✓	✓	✓
Business Tax Planning	-	✓	✓
Budget Support	-	✓	✓
Financial Statement Consultation	annually	quarterly	monthly
	STARTING AT \$500 MONTHLY	STARTING AT \$1,500 MONTHLY	STARTING AT \$4,000 MONTHLY

ADD ON PACKAGES

Full payroll processing including state, federal filings, and direct deposit
Sales tax preparation and filing services for Florida Business Tax Application (DR-1)