

Monthly Bookkeeping Services

Fayette Solutions, LLC

SERVICE PACKAGES		Basic	Standard	Premium
Cloud technology and automation Includes QuickBooks Online subscription		●	●	●
Timely and meaningful financial insights at your fingertips		●	●	●
Financial reports		●	●	●
Summary of your financial highlights		Not included	Quarterly	Monthly
Financial dashboard and key performance indicators		Not included	Not included	Monthly
Monitoring and analysis of your financials Expert review of your financials, monitoring of expenses and possible red flags, proactive advice and feedback		●	●	●
QuickBooks Online Training QuickBooks Online training via Zoom with Melinda, a QB Online Advanced ProAdvisor. Zoom call is recorded and will be sent to file share for you to keep indefinitely to refer back to		Not included	1 hour per year	2 hours per year
Time for questions Communication with Melinda and time for questions	Up to 30 minutes a month	●	●	●
Stress-free tax time Communication and collaboration with your tax preparer. Financials ready for tax time*	Up to 30 minutes	●	●	●
Record and reconcile financial transactions (bank feeds)	Up to 200 bank and credit card transactions a month	Monthly	Monthly	Twice a month
Reconcile bank and credit card statements Reconcile financial transactions to bank and credit card statements.	Up to 4 bank and credit card accounts a month	Monthly	Monthly	Monthly
Precision accounting Reconcile loans, reconcile balance sheet accounts, and record accounting journal entries		Not included	Monthly	Monthly
Accounts receivable management Update A/R for customer payments, and monitor accounts receivable (you are responsible for invoicing customers)	Up to 25 customer payments a month	Monthly	Monthly	Twice a month
Accounts payable management We process your vendor bills electronically. We'll even get W-9 forms from your vendors. You approve bills and control when bills are paid. Includes e-accounts payable software.	Up to 25 vendor bills a month	Not included	Not included	Twice a month
Payroll management Payroll subscription, processing, payroll reports, and W-2 forms	Up to 2 employee(s)	Not included	Semi-monthly	Semi-monthly
1099/1096 processing and filing Prepare and electronically file 1099 forms (includes filing fees)	Up to 5 forms	Not included	Not included	Annual

Note: This quick quote expires 7 business days from the date it was prepared. This is a non-binding quote.

Service packages are invoiced in advance and paid by credit card or ACH by the 1st business day of each month

*Your full and timely cooperation is required in order for us to complete your books on time.