

MJ WEBB BOOKKEEPING, LLC

Monthly Service Packages

	Basic	Plus	Premium
Code all Bank Transactions	✓	✓	✓
Code all Credit Card Transactions	✓	✓	✓
Bank Account Reconciliations	✓	✓	✓
Credit Card Account Reconciliations	✓	✓	✓
Weekly Accounts Receivable Monitoring & Reporting	✓	✓	✓
Weekly Accounts Payable Monitoring & Reporting	✓	✓	✓
Incoming Credit Card Deposit Reconciliations		✓	✓
Payroll Journal Entries (provided by 3rd party payroll processor)		✓	✓
Digital Bill and Receipt Management System		✓	✓
File and Pay State Sales Tax		✓	✓
Sales Tax Payment Journal Entries & Reconciliation		✓	✓
Manage & Monitor Contract Labor Payments (W-9's)		✓	✓
Maintain Fixed Assets Ledger		✓	✓
Monthly (Accrual Based) Period End Adjustments		✓	✓
Monthly Financial Statements Preparation & Presentation		✓	✓
Year End Adjustments / Balance Sheet & Payroll Ledger Reconciliations		✓	✓
Liaison With Your CPA or Tax Preparer		✓	✓
Unlimited Email Support		✓	✓
Manage Payroll Through 3rd Party Provider			✓
Accounts Payable - Approved Bill Pay via Third Party			✓
Accounts Receivable - Invoicing & Payment Management			✓
Inventory Management			✓
Process Annual 1099's			✓