Noble Services, LLC

Bookkeeping Services Overview

Scope of services, nature of our work, and client responsibilities

This document summarizes the core bookkeeping services we provide to every client, the nature and limits of that work, and what we need from you to deliver it well. It forms part of our service relationship and should be read together with your signed engagement letter or service agreement, which sets out fees, terms, and other legal provisions.

1. Scope of Core Services

Our core bookkeeping services include:

- Recording and categorizing income and expense transactions
- Reconciling bank, credit card, and loan accounts on a regular schedule
- Maintaining the general ledger and chart of accounts
- Preparing standard monthly financial statements (for profit entities: profit and loss statement and balance sheet; non-profit entities such as churches: statement of activities, statement of financial position, summary of restricted net assets)
- Maintaining organized, accessible bookkeeping records in your accounting software

Core services are performed using the accounting platform agreed with you, on the reporting basis (cash or accrual) we confirm at the start of the engagement.

2. Nature and Limits of Our Work

Bookkeeping is a record-keeping service. It is **not** an audit, review, or compilation under professional standards, and we do not provide assurance on your financial statements. In particular:

- We rely on the records and information you provide and do not independently verify their accuracy or completeness
- Financial statements we prepare are for management use and may omit disclosures required by accounting standards
- Core services do not include tax preparation or tax advice, audit or assurance work, financial planning, or legal advice
- You remain responsible for business decisions, internal controls, safeguarding of assets, and legal and regulatory compliance

3. Our Responsibilities and Deliverables

Servies are performed with reasonable care and in a professional manner. Standard monthly financial statements are generally delivered within five business days after receipt of complete records for the month.

4. Client Responsibilities

Accurate and timely work depends on your participation. We ask every client to:

- Provide complete and accurate records, including bank and card statements, receipts, and invoices, by the agreed monthly deadline
- Grant us the access we need to your accounting software and financial accounts
- Respond promptly to our questions about unclear or missing transactions
- Review the reports we deliver and tell us of any errors or concerns
- Notify us promptly of significant changes, such as new accounts, loans, entities, or owners

Late or incomplete records may delay deliverables and may result in additional fees.

4. Additional Services

The services above are the foundation of what we offer every client. We can also provide **additional services** tailored to your needs, such as payroll processing including assistance with preparing tax filings, assistance with the preparation of 1099's, accounts payable and receivable management, sales tax tracking, catch-up or cleanup of prior-period records, budgeting and cash flow reporting, and other support. Additional services are available for a **negotiated fee** and are agreed in writing before work begins. Please contact us to discuss what would be most helpful for your business.

This overview is a general summary and does not create a contract by itself. If anything here conflicts with your signed agreement, the signed agreement controls.