



The Perfect Bookkeeper LLC
Client Services

Bookkeeping Services _____ **Off-Site** _____ **On Site (Additional Charge)**

Required Frequency: Weekly _____ Monthly _____ Quarterly _____ Year End _____

- Post Transactions
- Manual Journal Entries
- General Ledger Maintenance
- Accounts Payable
- Accounts Receivable
- Reconcile Bank Statements
- Reconcile Credit Card Statements
- Payroll Processing
 - Payroll System Set up
 - Prep payroll amounts & checks processing for all employees
 - Maintain payroll earnings records
 - Prepare Payroll Tax Returns (940 Annually, 941 Quarterly)
 - Reporting & filing of W2 & 1099
- Non-Profit Filing
 - Form 990, 990EZ & 990N
 - Form 199
- Special Projects:

FINANCIAL STATEMENTS

Required Frequency: Weekly _____ Monthly _____ Quarterly _____ Year End _____

- Financial Statements (P & L and Balance Sheet)
- Detailed Financial Statements
- Comparative Financial Statements (P&L and Balance Sheet)
- Detailed Comparative Financial Statements
- Review Financial Statements
- Special purpose statements:

OTHER

- New business set up
- Set up or revise accounting systems
- Software training
- Bookkeeping training