

MASTER PLAN
BOOKKEEPING



Pricing Packages

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INFORMATION

Common Bookkeeping Profiles:	Average Annual Revenue	Average Monthly Transactions	Average Employees
Small Biz Packages	Up to \$250,000	Up to 25 Up to 50 Up to 100	1 to 2 3 to 5
Mid Biz Packages	Up to \$500,000	Up to 150 Up to 200 Up to 300	6 to 10 11 to 25 26 to 30
Large Biz Packages	More than \$500,000	Over 300	Over 30

- **These estimates can vary if Revenue, Bank Accounts, Employees, and Transaction averages vary. An additional Onboarding fee equivalent to one month's rate will be applied. If business owners enrolled in a Plan, the business owners get discounted personal tax files, contracted separately.**
- **All Payroll Clients - An additional \$10 per payroll employee will be added to the monthly rate.**



DESCRIPTIONS

- **Monthly Backup Bookkeeper Review - Bronze Plan & Up - Client accounts are reviewed by a backup bookkeeper prior to monthly reports being sent out.**
- **Monthly Virtual or Phone Call Accounting Meetings - Copper Plan & Up - Regular check-ins with your bookkeeper to make sure your needs are being met and they have everything they need.**
- **Monthly Profit/Loss Report & Balance Sheet - Copper & Silver Plan - Each month clients receive a Profit & Loss Report, which is a financial statement that summarizes the revenues, costs and expenses incurred during a specified period and Balance Sheet which includes information about a company's assets and liabilities, and the shareholders' equity that results.**
- **Monthly Transactions Entry/Categorization - Copper Plan & Up - Bookkeepers assign categories and enter banking transactions.**
- **Monthly Bank & Credit Card Reconciliation - Copper Plan & Up - Monthly bank & credit card statements are compared to QBO records to ensure all transactions are accounted for.**
- **Account Management Oversight & Quarter Review of Accounts - Bronze Plan & Up - Accounts are reviewed on a quarterly basis by Bookkeeping Manager to ensure accuracy in bookkeeping and identify potential issues. Recommendations are given for any needed upgrades or add-ons to services or plans as your business grows or transitions.**



DESCRIPTIONS

- **Class Management as needed with QuickBooks Subscription Upgrade - Silver Plan & Up - Use classes to track transactions by departments, product lines or any other meaningful segments in your business.**
- **Payroll Processing - Silver Plan & Up - Process and pay employees according to schedule and file and pay associated taxes.**
- **Sales Tax - Silver Plan & Up - File and pay sales tax according to state requirements.**
- **Management Reporting - Gold Plan & Up - Each month gold & platinum clients receive a Profit & Loss Report, Balance Sheet, and statement of Cash Flow.**
- **Business Tax Returns (1065, 1120, 1120S, K1s & State Franchise, 990) - Gold Plan & Up - Appropriate tax returns are filed accordingly for your business.**
- **Use Tax, Liquor Tax, Other Tax - Gold Plan & Up - File and pay tax according to state requirements.**



BRONZE PLAN

- Onboarding
- Monthly Transaction Review
- Monthly Backup Bookkeeper Review
- Bank & Credit Card Reconciliation
- Month End Close
- Monthly Profit/Loss Report
- Monthly Balance Sheet
- Account Management Oversight & Quarter Review of Accounts
- QuickBooks Essentials

Small Biz Pkg _____ \$200 - \$425

Mid Biz Pkg _____ \$625 - \$1,225

Large Biz Pkg _____ \$1,425

Clean Up _____ Begins at \$400



COPPER PLAN

- Onboarding
- Monthly Transaction Categorization
- Monthly Backup Bookkeeper Review
- Bank & Credit Card Reconciliation
- Month End Close
- Monthly Profit/Loss Report
- Monthly Balance Sheet
- Monthly Virtual or Phone Call Accounting Meetings
- Account Management Oversight & Quarter Review of Accounts
- QuickBooks Essentials

Small Biz Pkg _____ \$350 - \$725

Mid Biz Pkg _____ \$925 - \$1,475

Large Biz Pkg _____ \$1,675

Clean Up _____ Begins at \$400



SILVER PLAN

- **Onboarding**
- **Monthly Transaction Review**
- **Monthly Backup Bookkeeper Review**
- **Bank & Credit Card Reconciliation**
- **Month End Close**
- **Monthly Profit/Loss Report**
- **Monthly Balance Sheet**
- **Monthly Virtual or Phone Call Accounting Meetings**
- **Payroll Processing**
- **Sales Tax**
- **Accounts Receivable Setup**
- **Accounts Payable Setup**
- **Account Management Oversight & Quarter Review of Accounts**
- **Class Management as needed with QuickBooks Subscription Upgrade**
- **QuickBooks Essentials + Payroll Core**



SILVER PLAN

Small Biz Pkg	_____	\$450 - \$875
Mid Biz Pkg	_____	\$1,100 - \$1,750
Large Biz Pkg	_____	\$1,950
Clean Up	_____	Begins at \$400



GOLD PLAN

- **Onboarding**
- **Monthly Transaction Review**
- **Monthly Backup Bookkeeper Review**
- **Bank & Credit Reconciliation**
- **Month End Close**
- **Payroll Processing**
- **Sales Tax**
- **Accounts Receivable Setup**
- **Accounts Payable Setup**
- **Management Reporting includes Balance Sheet, Profit/Loss Report, & Cash Flow Analysis**
- **Business Tax Returns (1065, 1120, 1120S, K1s & State franchise, 990)**
- **Use Tax, Liquor Tax, Other Tax**
- **Monthly Virtual or Phone Call Accounting Meetings**
- **Account Management Oversight & Quarter Review of Accounts**
- **Class Management as needed with QuickBooks Subscription Upgrade**
- **QuickBooks Plus + Payroll Core**



GOLD PLAN

Small Biz Pkg	_____	\$550 - \$975
Mid Biz Pkg	_____	\$1,200 - \$1,900
Large Biz Pkg	_____	\$2,100
Clean Up	_____	Begins at \$400



PLATINUM PLAN

- **Onboarding**
- **Monthly Transaction Review**
- **Monthly Backup Bookkeeper Review**
- **Bank & Credit Card Reconciliation**
- **Month End Close**
- **Payroll Processing**
- **Sales Tax**
- **Accounts Receivable Setup**
- **Accounts Payable Setup**
- **Management Reporting includes Balance Sheet, Profit/Loss Report, & Cash Flow Analysis**
- **Business Tax Returns (1065, 1120, 1120S, K1s & State franchise, 990)**
- **Use Tax, Liquor Tax, Other Tax**
- **Outsourced CFO Services with Monthly Scheduled Profitability & Growth Consultations**
- **Ongoing Tax Advisory with 6 Yearly Tax Plan Meetings & Individual Tax Returns**



PLATINUM PLAN

- **Monthly Virtual or Phone Call Accounting Meetings**
- **Account Management Oversight & Quarter Review of Accounts**
- **Class Management as needed with QuickBooks Subscription Upgrade**
- **QuickBooks Plus + Payroll Core**

Small Biz Pkg	_____	\$1,400 - \$1,600
Mid Biz Pkg	_____	\$1,900 - \$3,000
Large Biz Pkg	_____	\$3,500
Clean Up	_____	Begins at \$400



PAYROLL PLAN

- **Preparation & running of payroll according to payroll frequency.**
- **Setup of new employees & contractors for payroll.**
- **Notification & assistance with payroll tax payments & filings.**
- **Monthly payroll tax deposit payment to IRS & state tax agencies.**
- **Quarterly federal unemployment tax deposit & preparation/filing of Form 941 & state unemployment return (SUTA).**
- **Annual preparation of Form 940, employee W-2s, W-3 transmittal, vendor 1099s, & 1096 transmittal.**
- **Payroll Core Subscription - included**
- **Payroll Premium Subscription is an additional \$35 a month charge**
- **Payroll Elite Subscription is an additional \$80 a month charge**
- **An additional \$10 per payroll employee will be added to the monthly rate.**



PAYROLL PLAN

Weekly		\$400
Bi Weekly	_____	\$300
Monthly	_____	\$150
Clean Up	_____	Begins at \$400



ENTITY SETUP

- **State Setup** _____ **\$750**
- **EIN Setup** _____ **\$750**
- **S- Corp Election** _____ **\$750**
- **Beneficial Ownership Information (BOI)** _____ **\$250**
- **Beneficial Ownership Information (BOI) - Current Clients** _____ **\$150**
- **Amendment to entity docs plus state fees** _____ **\$150**
- **Reinstatements per form plus state fees** _____ **\$150**
- **Franchise Tax** _____ **\$150**
- **Sales Tax** _____ **\$250**



ADD ONS

- **Tracking Income & Expense by Project** _____ **\$250**
- **Job Costing & Project Profitability** _____ **\$150**
- **Receipt Management** _____ **\$150**
- **Sales Tax:**
 - Quarterly** _____ **\$125**
 - Monthly** _____ **\$50**
- **Paying Vendor Bills:**
 - 1-10** _____ **\$50**
 - 11-20** _____ **\$100**
 - 21-40** _____ **\$200**



SETUP FEE

Master Plan Bookkeeping will do initial setup of QuickBooks account. Clients will do ongoing bookkeeping.

- **Syncing/Connecting Bank & Credit Card Accounts**
- **Set up of Chart of Accounts or clean up**
- **Accounts receivable & payable set up**
- **Access to all necessary accounting & accounting ancillary systems**
- **Setup payroll processing if applicable**

Starts at _____ \$950.00

