



## Basic Bookkeeping & Accounting

***Starting \$500 / Month***

***Client Size 0-20 Employees***

***Compliance Tax Planning***

***Virtual Meeting 1x / Month***

***Annual Meetings***

***Email (5 Day Response Time)***

### **1.) QuickBooks Setup: (One Time)**

- Link Accounts to QB's (Banks, Square, Stripe, Avalara, Housecall Pro, Amazon, Etc.)
- Set up Chart of Accounts
- Set Rules and Classes
- Track Income & Expenses
- Track Miles Correctly
- Maximize Tax Deductions
- Employee/Contractor GPS time & Location Tracker

### **2.) Preparing QuickBooks Reports Such As: (Quarterly)**

- Profit & Loss Reports
- Accountant & Tax Reports
- Balance Sheet
- Banking Reports
- Banking Reconciliation
- Class Tracking
- Custom Financial Reports
- Customers & Receivables Reports
- Employees & Payroll Reports
- Expenses & Vendors
- Inventory Reports
- Jobs, Time & Mileage
- Purchase & Sales Reports
- QuickBooks Projects (*Track Labor Costs & Profitability of Jobs*)

### **3.) Payroll Services (Bi-Weekly/Monthly) (Add on)**

- Set Up Employee Payroll
- Entering Time Sheets
- Processing Employee Payroll
- Process Monthly and/or Quarterly Shareholder Distributions
- Uploading Third Party Payroll Reports
- Manage Accounts Payable & Receivables
- Collect Overdue Receivable
- Prepare Monthly, Quarterly & Yearly Payroll Taxes with Taxing Authorities

#### **Creighton Spies EA**

IRS Enrolled Agent

President @ Spies Tax Connections

**Mobile : [720-988-0688](tel:720-988-0688)**

**Fax : [303-578-7668](tel:303-578-7668)**

[www.spiestaxconnections.com](http://www.spiestaxconnections.com)



Schedule an Appointment:

<https://calendly.com/spiestax>