

Standard Operating Procedures (SOP) Year-Round Tax Planning & Consulting Clients

Overview

We act as the "accountant in your back pocket," providing year-round tax planning and consulting services. Our goal is to offer continuous support, strategic planning, and proactive tax management for our clients. When you first join, we will conduct an initial strategy session to understand your financial situation and establish your tax goals.

1. What We Will Do for You

At a minimum, we will proactively reach out to schedule a detailed tax review at least once per quarter (or more depending on the circumstances & strategies being discussed). This ensures we stay as up-to-date as possible with your financial situation and can provide timely, strategic advice. Each review will include an updated tax liability estimate, identification of new tax-saving opportunities, recommendations for optimizing your tax position, & discussions about any relevant changes in the future.

A. Proactive Tax Planning

- Provide regular tax strategy reviews to identify potential tax-saving opportunities.
- Estimate current and future tax liabilities based on updated financial information & forecasts.
- Recommend tax strategies to optimize your tax bill and maximize after tax cash flow.
- Identify and discuss any new tax law changes that may affect your situation.
- Analyze your industry trends to identify additional tax-saving opportunities specific to your business sector.

B. Tax Compliance Support

- Prepare and review estimated tax payment calculations.
- Provide audit preparation guidance and support, including document review and response strategies.
- Assist during IRS audits by reviewing correspondence, advising on documentation, and communicating with the IRS on your behalf.

C. Financial Consultation

- Act as your trusted advisor for major business decisions, ensuring that you understand the tax implications before taking action.
- Advise on best practices for maintaining tax-deductible expense records.

D. Bookkeeping & Software Support

- Provide training and guidance on bookkeeping best practices.
- Offer QuickBooks setup and training assistance, including guidance on categorizing transactions and generating reports.
- Review bookkeeping periodically to ensure accuracy and identify potential issues.
- Provide access to templates and QuickBooks guides to support ongoing financial management.

E. Year-End Preparation

- Conduct a year-end tax review to finalize strategies and ensure readiness for tax season.
- Advise on necessary documentation for tax return preparation.
- Discuss and confirm all final deductions and credits.

2. What We Need from You

In addition to following the standard procedures, it's essential that you communicate your current top priorities to us. While we have a structured approach, understanding what's most important to you allows us to tailor our strategies and focus where it matters most.

A. Consistent Communication

- Notify us immediately of major financial events such as business expansions, asset sales, large purchases, or changes in income sources.
- Provide updates on any business decisions that may impact your tax situation.
- Respond promptly to inquiries and requests for information, preferably within 2-3 business days.

B. Document Submission

- Upload all relevant financial documents—such as invoices, receipts, bank statements, profit & loss statement, balance sheet, etc.— on a monthly basis to ensure timely review.
- Provide access to bookkeeping records or QuickBooks accounts when needed.
- Submit any IRS correspondence received immediately for our review.

C. Record-Keeping Practices

- Keep your financial records organized and updated regularly to avoid delays in planning.
- Maintain copies of receipts and documentation for all tax-deductible expenses.
- Record business transactions promptly and categorize them correctly. If you don't know how to categorize a transaction, notify us and we can help.

D. Participation in Review Meetings

- Attend scheduled check-in meetings or respond to periodic review emails to discuss financial progress and strategies.
- Prepare questions or concerns in advance to maximize the value of each meeting.

E. Engagement with Training

- Actively participate in any QuickBooks or bookkeeping training sessions scheduled.
- Implement recommended best practices for managing financial records.

F. Keep an Open Mind

- We need to be regularly updated if your business & personal goals change as we work together. Our goal is to optimize your life time tax bill, in order to do so, we need to know what your end game is!
 - If you hear of a "tax strategy" from someone or from somewhere, do not hesitate to ask us about it. There is no bad questions and maybe you can help teach us something!
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3. Additional Notes

- All information and documentation shared with us will be handled with the highest level of confidentiality.
- Our role is advisory; while we provide recommendations, final financial decisions are the client's responsibility.
- Clients are encouraged to reach out at any time with questions or concerns.
- Clients will have access to essential tools and templates to aid in managing their financial records.
- We will maintain an updated workflow for each client, tracking the most recent discussions, outstanding items needed, and tasks to be completed. This ensures clear communication and progress tracking throughout our engagement.
- Our preferred method of contact is email, followed by text message, and then phone/zoom calls. Phone & zoom calls typically require scheduling at least 24-48 hours in advance. We will respond to all communications (email, text, or call) within 24-48 business hours to provide an update or address your inquiry.

By adhering to these procedures, we can ensure that your tax situation is managed efficiently, accurately, and with minimal disruption to your operations.