



# ***Juanita Bookkeeping Group***

***Taking Your Small Business Bookkeeping To A Higher Level***

## Fee Schedule

### **Bookkeeping Services\***

Estimated Fee Structure

Estimate Cost Per Month	\$350	\$500	\$950	\$1400
Monthly Transaction Volume	<50	<100	<200	<300
Input all transactions for up to 2 bank accounts and/or credit card accounts.	Yes	Yes	Yes	Yes
Account Reconciliations	Yes	Yes	Yes	Yes
Accounts Payable			Yes	Yes
Invoicing and Accounts Receivable			Yes	Yes
Reconcile up to 2 bank accounts and /or credit card accounts.	Yes	Yes	Yes	Yes
Financial Budgeting/Forecasting			Yes	Yes
Financial Package	Quarterly	Quarterly	Monthly	Monthly

\*add \$50 for each additional bank or credit card account.

### Accounts Payable\*

#### Estimated Fee Structure

Estimate Cost Per Month	\$125	\$225	\$325	\$425
Monthly Transaction Volume	<50	<100	<200	<300
Maintain vendor records	Yes	Yes	Yes	Yes
Enter bills into QuickBooks	Yes	Yes	Yes	Yes
Prepare checks for you to print / or pay through your bank's online bill pay.	Yes	Yes	Yes	Yes
Prepare Form 1099 Misc. at year end.	Yes	Yes	Yes	Yes

\*does not include cost of forms, envelopes, postage, etc.

### Accounts Receivable\*

#### Estimated Fee Structure

Estimate Cost Per Month	\$225	\$325	\$425	\$525
Monthly Transaction Volume	<50	<100	<200	<300
Maintain customer records.	Yes	Yes	Yes	Yes
Enter invoices to be emailed / mail invoices and statements.	Yes	Yes	Yes	Yes
Process statements to be emailed and / or mailed.	Yes	Yes	Yes	Yes
Process sales tax return.	Yes	Yes	Yes	Yes

\* Add \$.75 for each invoice or statement mailed.

**Payroll Services\***

(Direct Deposit only)\*

Estimated Fee Structure

Estimate Cost Per Pay Cycle	\$65	\$85	\$105	\$125
Employee Volume	<10	<50	<100	<200
Maintain employee records.	Yes	Yes	Yes	Yes
Process weekly / bi-weekly / semi-monthly / monthly payroll.	Yes	Yes	Yes	Yes
Provide summary and / or detailed payroll reports. Provide summary and / or detailed payroll reports.	Yes	Yes	Yes	Yes
Prepare 941 deposits with instructions on how and when to pay.	Yes	Yes	Yes	Yes
Prepare all monthly and quarterly federal, state and local payroll returns (additional fee).	Yes	Yes	Yes	Yes
Provide instructions on how and when to pay payroll taxes and where to file returns.	Yes	Yes	Yes	Yes
Prepare all year end reporting - includes W2's (additional fee).	Yes	Yes	Yes	Yes

**Year End Bookkeeping \***

Estimated Fee \$2000

Enter all transactions for the entire year.

Reconcile all bank and credit card accounts.

Make all general journal entries.

Provide reports needed for your tax preparer.

Up to 2 bank accounts and / or credit card accounts. \$150 for each additional bank or credit card account