

Juanita Bookkeeping Group Fee Schedule 2019

General Bookkeeping Services \$350

1. Volume of Monthly Transactions <25 (add \$25 for each additional receipts for purchases entered over the monthly transaction)
2. Enter transactions from source documents into journals and accounts (bank statements, receipts and etc.)
3. Perform end-of-period procedures: balance accounts and perform reconciliations (2 bank accounts or credit card accounts; add \$50 for each additional bank or credit card account)
4. Close the books for the month
5. Quarterly financial reporting package (Profit & Loss statement; Balance Sheet & Cash Flow Statement)
6. Quarterly meetings

Establish Bookkeeping Services \$650

1. Volume of Monthly Transactions <75 (add \$20 for each additional receipts for purchases entered over the monthly transaction)
2. Enter transactions from source documents into journals and accounts (bank statements, receipts)
3. Perform end-of-period procedures: balance accounts and perform reconciliations (2 bank accounts or credit card accounts; add \$20 for each additional bank or credit card account)
4. Close the books for the month
5. Prepare and send invoices (add \$20 for each additional invoices over the monthly volume transaction)
6. Record customer billings; Record customer payments; Process statements to be emailed
7. File/enter vendor bills and payment records; Make vendor payments
8. Maintain vendors and customer records for tracking purposes
9. Process sales tax return
7. Monthly financial reporting package (Profit & Loss statement; Balance Sheet & Cash Flow Statement)
10. Review profit and loss comparison based on prior year
11. Monthly or quarterly meetings

Developed Bookkeeping Services \$950

1. Volume of Monthly Transactions <150 (add \$15 for each additional receipts for purchases over the monthly volume transaction)
2. Enter information from source documents into journals and accounts (bank statements, receipts)
3. Perform end-of-period procedures: balance accounts and perform reconciliations (2 bank accounts or credit card accounts; add \$20 for each additional bank or credit card account)

4. Close the books for the month
5. Prepare and send invoices (add \$20 for each additional invoices over the monthly volume transaction)
6. Record customer billings; Record customer payments; Process statements to be emailed
7. File/enter vendor bills and payment records; Make vendor payments
8. Maintain vendors and customer records for tracking purposes
9. Process sales tax return
10. Monthly financial reporting package (Profit & Loss statement; Balance Sheet & Cash Flow Statement)
11. Review profit and loss comparison based on prior year
12. Financial year planning (budgeting and forecasting)
13. Inventory tracking
14. Analyze year-end inventory
15. Review forecasted cash flow

Quarterly Bookkeeping Services \$750

1. Volume of Monthly Transactions <25 (add \$25 for each additional receipts for purchases entered over the monthly transaction)
2. Enter transactions from source documents into journals and accounts (bank statements, receipts and etc.)
3. Perform end-of-period procedures: balance accounts and perform reconciliations (2 bank accounts or credit card accounts; add \$50 for each additional bank or credit card account)
4. Close the books for quarterly
8. Quarterly financial reporting package (Profit & Loss statement; Balance Sheet & Cash Flow Statement)
5. Quarterly meetings
6. File income tax payments (if needed)
7. Evaluate annual profit and loss estimates

Year End Bookkeeping Services \$1,500

1. Enter transactions from source documents into journals and accounts (bank statements, receipts) January-December
2. Balance accounts and perform reconciliations (2 bank accounts or credit card accounts)
3. Input all general journal entries (adjustments and etc.)
4. Close the books for each month
5. Record customer payments; vendor bills and payments
6. Financial reporting packages for tax purposes (Profit & Loss statement; Balance Sheet & Cash Flow Statement)
7. Record assets and liabilities for the company balance sheet

Payroll Services-Call for pricing options