

AC | Accounting Services

01/01/2024 10:54 am EST

Scope of services will vary by each Client Engagement. The service descriptions below are intended to be used as a guide and are not to be construed as an extension of a contract or agreement.

AC01 | Monthly Reconciliation & Audit

Service Tier	Frequency	Estimated Delivery	Software Requirements
Essentials	Monthly	15th-20th	QuickBooks Online

Service Description: Each month we will complete a full audit and review of your financials. We will reconcile all recorded transactions against monthly statements to ensure accurate and up to date records. We will tie-out and balance all journal entries including those for daily sales entries, loan amortizations, A/P, A/R, payroll, inventory, sales tax, etc. We will post all recurring transactions and audit for missing expected deposits/payments. We will wrap up our audit by examining the Balance Sheet and Profit & Loss statements line-by-line for accuracy and reliability.

Client Responsibilities: To ensure that we have timely access to the necessary records, reports, documents, accounts, etc. to be able to complete the monthly audit.

AC02 | Monthly Engagement Reports

Service Tier	Frequency	Estimated Delivery	Software Requirements
Essentials	Monthly	20th	QuickBooks Online

Service Description: Each month we will provide detailed and/or summarized financial reports by email. We aim to have the reports out by the 20th of the following month. The standard set of reports included in this packet are the following (customizable upon request):

- Balance Sheet Comparison Report
- Profit & Loss Comparison Report
- Accounts Receivable Aging Summary/Detail
- Accounts Payable Aging Summary/Detail
- Cash Over/Short Report
- Transactions in Need of Client Review

Client Responsibilities: To ensure that we have timely access to the necessary records, reports, documents, accounts, etc. to be able to complete the monthly engagement reports. To follow up with us in a timely manner on any and all outstanding tasks.

AC03 | Priority Access Phone/ & Email Support

Service Tier	Frequency	Estimated Delivery	Software Requirements
Essentials	Ongoing	N/A	N/A

Service Description: We aim to provide all of our clients with the best in customer service and support. Any client with a current and ongoing engagement will be assigned a dedicated Account Manager who will be available for support and assistance for any request. We are available Monday-Thursday between the hours of 9:00am-5:00pm. Each of our team members can be reached via email, text, or phone.

Client Responsibilities: Feel free to contact us anytime but please note that we do not receive notifications outside of regular business hours. Any request sent after 5:00pm will not be received until the start of the following business day.

AC04 | Custom KPI Reporting

Service Tier	Frequency	Estimated Delivery	Software Requirements
Optional	Monthly	25th	N/A

Service Description: Businesses often have specific objectives they aim to achieve. We're here to assist in monitoring and tracking these goals by creating tailored reports.

Client Responsibilities: If your business has particular monthly goals you want to monitor, please inform us. We'll collaborate to develop reports specifically designed to track and support the achievement of these goals

AC05 | Monthly One-on-One Financial Reviews

Service Tier	Frequency	Estimated Delivery	Software Requirements
Optional	Monthly	Custom	Microsoft Teams

Service Description: Taking the time to sit down and discuss your financial situation can be valuable. We're always eager to schedule one-on-one meetings to delve into your finances together.

Client Responsibilities: Please share the specific topics or information you'd like to cover in our meeting, allowing us time to prepare effectively. To schedule a meeting, you can visit our website or utilize the link provided in our email signature.
