



-The keys to open the financial door of success

Package	Basic	Basic Plus	Book-Keeper	Controller Basic	Controller Plus
Monthly Amount	\$125	\$400	\$900	\$1,750	\$2,750
Accounting System	QuickBooks Online	QuickBooks Online	QuickBooks Online	QuickBooks Online or Desktop	QuickBooks Online or Desktop
Accounting Basis	Cash	Cash or Accrual	Cash or Accrual	Cash or Accrual	Cash or Accrual
Reconciliation Frequency	Annual	Quarterly	Monthly	Monthly	Weekly
Monthly Transactions	up to 75	up to 250	up to 500	up to 1,000	up to 2,000
Phone/ Email Support			Included	Included	Included
ADP Payroll Management			up to 5 employees	up to 10 employees	up to 25 employees
ADP Annual W2, W3 Reporting & Filing			Included	Included	Included
Prepare support for Audits, Reviews by outside CPA Firm				Included	Included
Vendor Management				up to 25 Vendors	up to 100 Vendors
Annual 1099 Reporting & Filing				Included	Included
Interface with CPA and provide data for filings				Included	Included
Cash Management					Advising Provided
Bi-Weekly Collaborative Mtgs,					Advising Provided