

WHAT YOUR MONTHLY FEE INCLUDES:

Accounts Payable

- ✦ Input vendor invoices to payable system
- ✦ Classify invoices to the proper G/L account
- ✦ Request and maintain vendor W-9 information
- ✦ Maintain vendor master files
- ✦ Respond to vendor inquiries about payment status
- ✦ Retrieve copies of payments as necessary
- ✦ Prepare and file required 1099 forms
- ✦ Process requests for stop payments when necessary
- ✦ Cut checks to vendors based on due dates or client instruction
- ✦ Reconcile vendor statements to accounts payable ledger
- ✦ Reporting to organization on detailed aged payables and cash requirements
- ✦ Year end 1099 forms

Accounts Receivable

- ✦ Billings prepared as needed by TAD and mailed out (all billings provided to Client for approval)
- ✦ Record and account for revenue
- ✦ Input receivable transactions into the accounting system
- ✦ Prepare and deliver periodic statements
- ✦ Issue client-approved credit memos and refund checks
- ✦ Maintain subsidiary receivables ledger
- ✦ Process client-approved adjustments
- ✦ Apply cash received to customer accounts and resolve "short pays"
- ✦ Light phone collections as needed by client
- ✦ Client to photocopy checks and provide to TAD
- ✦ Client to prepare deposit slips (provide to TAD) and make bank deposits

General Accounting

Cash Management

- ✦ Process daily sales and deposit reports
- ✦ Verify daily deposits and report variances
- ✦ Reconcile and verify credit card deposits
- ✦ Reconcile monthly bank statements

Inventory

- ✦ Client to provide TAD with a listing of all product numbers in inventory and a count of the number of each product. TAD can assist Client in obtaining this information
- ✦ Client to provide reports of inventory sold and inventory purchased (exact method determined by individual client needs and systems)
- ✦ Annual physical inventory to be taken by client with TAD's assistance. TAD to reconcile physical inventories to accounting system inventory and prepares any adjustments necessary.

Fixed Assets

- ✦ Classify, capitalize, and record fixed assets items and capital expenditures
- ✦ Calculate and record depreciation and amortization
- ✦ Maintain depreciation schedules

WHAT YOUR MONTHLY FEE INCLUDES:

Financial Reporting

- ↻ Balance sheet and income statement compared to budget provided 10 calendar days after month-end
- ↻ Accounts Payable and Accounts Receivable aging provided after each check run
- ↻ Reports are customized for Client's specific requirements
- ↻ Provide a "Mock" profit and loss statement and Balance sheet just prior to period closing and discuss variances with client
- ↻ Provide weekly sales and ranking reports
- ↻ Handle escheatment as instructed by client

Quarterly Tax Filing

- ↻ Sales and use tax filings (for some clients this may be monthly for city business license and tax filings)
- ↻ Payroll tax filings (941)

Payroll

- ↻ Time cards, after approval, will be scanned and uploaded to TAD prior to payday
- ↻ TAD completes payroll and client prints, signs and distributes paychecks
- ↻ Prepare employee earnings statements complete with current pay period and year-to-date wages, taxes, and adjustments
- ↻ Prepare department summaries of month-to-date payroll data in addition to customized reports specific to client
- ↻ Prepares timely and accurate notifications of tax liabilities and deposits
- ↻ Complete Year end W-2 forms
- ↻ Respond to requests for employee verifications
- ↻ Process and submit garnishment payments
- ↻ Respond to employee payroll inquiries
- ↻ Prepare and file new hire reporting to state
- ↻ Prepare, file, and pay all Federal, State, and local payroll taxes
- ↻ Reconcile health insurance payments and make payroll deductions when required
- ↻ Prepare necessary HR reports such as turnover
- ↻ Allocate payroll expenses for multi-store employees
- ↻ Prepare and process payroll accruals when necessary

Technology

- ↻ 24/7/365 access to accounting files and digital accounting files
- ↻ 24/7/365 access to accounting project management board
- ↻ 24/7/365 access to accounting reports via private website