

Early Harvest CPAs, LLC

Monthly Accounting Service

The first step to reaping your full potential is to spend time doing the things you do best. If bookkeeping is not one of those things, then we have monthly packages to keep you on top of your business performance at a price that fits into your budget. We can provide the standard features listed below monthly or quarterly.

If you choose the quarterly option, the same fee applies; however, we will only update your records and prepare financial statements every three months. For very small businesses, this can be an economical choice, but there are risks involved. By only updating and reviewing your books every three months, you may not have the proper information to address important matters on a timely basis such as: past due invoices from your customers, unauthorized transactions to bank account or credit card, bills paid past due.

Benefits to being a monthly client are:

- Annual services provided free of charge including: 1099 preparation, year end closing and analysis, pre-tax filing review and W-2 preparation (if payroll services are provided).
- Discounts on other services such as: payroll preparation, payroll tax submissions, sales tax remittances, income tax remittances, training classes and QuickBooks Online conversions
- Free service hours to call with questions or issues

Standard features include:

- Record daily transactions such as: Sales invoices, cash receipts, bills, and payments made
- Reconciliations of bank statements and credit card statements
- Prepare monthly reports to keep you informed on your business status including: monthly sales report, unpaid invoices by customer, unpaid bills, analysis of monthly expenditures, internal use only income statement and balance sheet
- Maintain customer and vendor lists, add inventory items and employees
- QuickBooks Online subscription that fits the needs of your business

This table shows estimated fees based on your business' annual revenue. Additional fees may apply – call us for a free quote.

Annual Revenue	Monthly or Quarterly Fee**
\$ 0 - \$ 100,000	\$150 - \$300
\$ 100,000 - \$ 400,000	\$300 - \$450
\$ 400,000 - \$ 600,000	\$450 - \$750
\$ 600,000 - \$ 800,000	\$750 - \$1,000
\$ 800,000 - \$1,100,000	\$1,000 - \$1,300
\$1,100,000 - \$4,000,000	\$1,300 - \$1,800

Optional features that can be provided for an additional fee:

- Payroll preparation
- Payroll tax submission
- Sales tax remittance
- Income tax remittance
- Administrative functions such as: prepare and mail invoices to customers, collection calls, user setup and permissions, onsite training classes
- QuickBooks Online conversion and maintenance
- Setup and training on compatible Apps to be used in conjunction with QuickBooks Online
- Fixed Asset maintenance and reporting

**Monthly packages require a one year contract and the first and last month payments in retainer

Call us for a free quote on the optional features listed above or other business services we may offer.