

## SERVICES SCOPE OF WORK

We will provide you with the following ongoing, accounting and bookkeeping services on a [monthly](#) basis:

- Recording transactions of Revenue and Expenses into the accounting system
- Categorization and Accounting Journal corrections
- [Bank and Credit Card Reconciliations OR Help with reconciliation issues](#)
- Financial statements
- Balance Sheet Statement Review and Account adjustments
- [Payroll Review and Coordination Support](#)
- NOTE: For new accounts that require an accounting system or subscription, or clean-up of books, a one-time additional fee will be added as the “start-up” incurs additional time.

## EXCLUSIONS (OUT OF SCOPE)

The following services may be available but would require a separate or amended engagement agreement.

- Hosting QuickBooks Online Account; clients that opt into firm billing receive a 10% software subscription discount for automatic billing. A separate agreement manages terms and billing.
- Bookkeeping managed by Client:
  - Managing sales and collections on accounts
  - Managing bills and payments (this could be an add on service)
  - Full payroll services
- Audit services:
  - We will not audit or verify the information you provide to us, nor will we express an opinion or assurance on your financial statements.
  - Services **will not** include procedures to find misappropriated funds or other financial irregularities. We may seek clarifications to information received, but this engagement is limited to general accounting and is not intended identify errors, fraud, or other illegal acts; we will, of course, inform you of any material errors, fraud, or other illegal acts we discover.
- Tax Preparation and Compliance Services:
  - Tax preparation (i.e. Income WTH, W-2, 1099), tax filings / reports and payment support services.
  - Compliance filing / reporting, and related payment support services.