



Bookkeeping & Accounting Services

This Packet Includes:

Services Overview
Package Options & Pricing
Outsourcing
About Us

SMB Accounting

Bookkeeping

Starting or managing a small business can be very rewarding but very complex as well. In addition to providing your services, you must complete and maintain government filings, manage your staff, understand your client's needs, look for new growth opportunities, etc.

Even more, it is critical that you manage your **accounting** to be prepared for audits, tax reporting, payroll, cash flow and financial planning. Unless you are an experienced **CPA or bookkeeping** specialist, these critical tasks can be confusing, and if done late or incorrectly can cost you a lot of money in fines.

What will clients receive for their monthly accounting fee?

- Income and Expenses for the Month Entered into QuickBooks
- Monthly Bank Reconciliations
- Monthly Balance Sheet
- Monthly Income Statement (otherwise known as a Profit and Loss Statement or P & L)

What other accounting services are available?

- Preparing Customer Sales Invoices
- Updating Accounts Payable
- Preparing Checks for Bill Payment
- Updating Accounts Receivable
- Payroll Services
- Provide Management Reports
 - Accounts Receivable Aging
 - Accounts Payable Aging
 - Check Register
 - Cash Receipts Journal
- Provide Statement of Cash Flows
- Preparing Quarterly Business Tax Filings
- Preparing Sales and Use Tax Filings
- Preparing Annual State and IRS Filings

Bookkeeping Services SMB Pricing

Bookkeeping Services for SMB

Payment Frequency	Annual Income Up to \$99K	Annual Income \$100 to \$249K	Annual Income \$250 to \$499K	Annual Income \$500K +
Monthly	\$95 per month	\$105 per month	\$115 per month	\$135 per month

Pricing is for monthly bookkeeping only. Tax preparation will be referred to a **local CPA** in our network. All information must be provided electronically to qualify for the low bookkeeping rate. BizCentral USA reserves the right to re-price services based upon a high number of transactions, data entry or number statements. (3 Statements included, add \$5 per additional statement).

Accounting Services

Accounting & Tax Consultation	\$ 75.00
Additional Bookkeeping Hours	\$ 50.00
AR/AP Services (Basic 3/Hrs)	\$149.00
Workers Comp Audit	\$99.00
941 Quarterly Employment Tax	\$89.00
940 Unemployment Tax	\$89.00
State Unemployment Tax Filing	\$89.00
Sales and Use Tax Filing	\$89.00
State Employment Tax/Use Tax	Quote
Gov. Forms, Auditing Financials	Quote
Payroll (Based Upon # of Employees and Payroll Frequency)	Quote



FAQ

Q. Why is Accounting important to my Business?

A. Accounting allows you to determine quickly your company's financial state and whether it has adequate funds to cover costs. Keeping your income and expenses in order will also help when filing tax documents at the end of the year. A bookkeeper will help you maintain good record keeping and prepare for any audit, minimize fines and late payments; and facilitate the annual tax filing process.

Q. What is a balance sheet and how can it help me?

A. The balance sheet shows a snapshot of the company's financial position, including assets and liabilities. Assets are things that are owned by the business. Liabilities are things that are owed to others. Balance sheets show you and your potential investors that funding is utilized effectively to sustain the business' operations.

Q. Do I really need to create a balance sheet each month?

A. If your business is really small, you can manage it fine without creating a balance sheet each month. But any size business, including a part-time one, needs to create a good profit and loss statement each month. If inventories or accounts receivables are important in your business, balance sheets will clearly point out any significant fluctuations that you should be aware of.

Q. What is an income statement?

A. An income statement (often called profit and loss statement or P&L) is the scorecard for a business. It shows the revenue, expenses and profit or loss. It shows these things for some period of time, usually a month or a year. An income statement is usually titled "Income Statement for X Company for the period January 1 to December 31."

Q. How can the Profit & Loss Statement (Income Statement) help me?

A. The income statement tells you if the company is remaining cost-effective and shows its costs and expenses. It shows where the company is spending your money and its income sources. If the company is not covering expenses, the Profit & Loss Statement can show you where the company may be able to cut costs.

FAQ Continued

Q. What does the Bookkeeping Set-Up fee provide?

A. The Bookkeeping Set-Up Fee provides a half hour consultation with a bookkeeper to provide you with information on the process, go over the information needed each month, and talk about any special requests for your bookkeeping. In addition, this covers the time needed to set up your organization's QuickBooks file.

Q. What is the process for monthly bookkeeping?

A. When you first sign up for bookkeeping services, we email you an order confirmation and service agreement. After signing the service agreement, we will forward you an email providing access to our client only web tools & questionnaire. After you complete this questionnaire and submit your bookkeeping documents your order will transfer to a consultant for completion. After the first month, you do not need to resend the questionnaire, only your bookkeeping documents for that month.

Q. What will I receive with monthly bookkeeping?

A. Each month, after we have received your bookkeeping documents we will log them in QuickBooks, reconcile bank and credit card accounts and prepare your financial reports (P&L and Balance Sheet). Other bookkeeping related reports QuickBooks offers can be provided upon request.

Q. What do I need to provide BizCentral for monthly bookkeeping services?

A. We have created a document checklist that you will want to keep to inform you of items to send each month. Not all items on the list may apply to your organization so do not worry if something is not applicable to your organization. Typical documents include copies of bank statements, credit card/loan statements, copies of checks, copies of receipts for purchases, and income source information (i.e. sales receipts).

About Us

Our Mission

Founded in 2004 and headquartered in Orlando, FL, BizCentral USA serves as a “one-stop” resource center for startup, small and mid-size businesses nationwide. Expanding from a one product—one owner company in 2004, to currently offering over thirty products and services, BizCentral USA understands what it takes to grow a business from the ground up. Now, we are leaders in the industry, with a satisfied client base of over 25,000 and growing.

Today, entrepreneurs and small business owners looking to start or grow their own business turn to us for assistance with their business needs. From incorporation, business plan development and certification to accounting, web design, marketing and everything in between, we work to get our clients the most out of their business model.

At BizCentral USA, our goal is to help small businesses succeed, even after their services are completed. In addition to the featured business services, we offer free tools and resources to provide ongoing support for every client.

Our company is all encompassing. We have a proven business model that has fostered annual growth within the organization. We believe our product quality, commitment to excellent customer service and competitive pricing have enabled us to do this, even during a recession. We consistently strive to improve our product line and package structures to better meet the revolving needs of our clients.

Our Brands

Since our founding in 2004, we have discovered the specific attention needed by nonprofit and religious organizations. The BizCentral USA brands, CharityNet USA, ChurchNet USA and HelpNet USA, provides individuals in the nonprofit and religious sector with the specialized assistance needed to form successful and sustainable organizations.

CharityNet USA: A nonprofit subsidiary of BizCentral USA serving as the nation’s number one provider of nonprofit startup services.

ChurchNet USA: A nonprofit subsidiary of BizCentral USA serving as an online church and ministry resource center.

HelpNet USA: An online resource community that brings together individuals and nonprofit organizations, encouraging fellowship and empowerment.