

Bookkeeping & Financial Services Overview

Tier 1 — Essential Bookkeeping

- Transaction categorization (bank & credit card)
- Monthly bank reconciliations
- Monthly Profit & Loss statement
- Monthly Balance Sheet
- Basic bookkeeping support

Tier 2 — Growth Management (includes Tier 1)

- Accounts Receivable: invoice creation and collections tracking
- Accounts Payable: bill entry and vendor payments
- Cash-flow tracking and monthly cash reports
- Aging reports and short-term working-capital notes

Tier 3 — Strategic Insights (includes Tier 2)

- Custom financial analysis and KPI reporting
- Budget creation and budget vs. actual (variance) reports
- Trend analysis and multi-period comparisons
- Strategic recommendations and regular review meetings

Add-On Services (available standalone or with any tier)

- Historical cleanup / catch-up bookkeeping
- Accounting software setup, integrations, and training
- Payroll processing (pay runs and payroll tax filings)
- Sales tax setup and filing support
- Inventory tracking and COGS support
- Advanced cash-flow forecasting and scenario modeling

Notes

- Pricing is handled on a quote-by-quote basis.
- Services can be combined or customized to fit your business needs.
- Monthly deliverables and meeting cadence are agreed per engagement.