

K² Business Management, Inc.

Certified Public Bookkeepers



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Schedule of Services

Financial Analysis and Budgeting	Frequency	Work product
Prepare monthly and year-to-date financial statements and graphs based on the information in QuickBooks®	Monthly	P/L Statement, Balance Sheet, Statement of Cash Flows for Year-to-Date and prior Year comparisons
Create & maintain budget spreadsheet with monthly actual spending from QuickBooks® and consultation with management regarding planned business activity	Monthly	Budget Report/Forward-Looking Financial Statements
Reconciliation and Adjustments	Frequency	Work Product
Propose and post standard, adjusting, or correcting journal entries to QuickBooks® upon review and approval by management and/or CPA	Monthly	Journal Entries in QuickBooks®
Reconcile bank & credit card Statements with QuickBooks®	Monthly	Reconciliation Reports
Reconcile client trust accounts with cost retainer liability account balances	Monthly	Transaction listings for both accounts for each client case closed that month
Payroll and Tax Filing	Frequency	Work Product
Create employee paychecks using QuickBooks® Payroll	Each Pay Period	Printed Paychecks
Post 3 rd -party generated payroll to general journal using QuickBooks®	Each Pay Period	Journal Entries
Create online/printed checks and payments for employee retirement savings accounts	Each Pay Period	Printed confirmation of scheduled payments or check stubs
File and schedule state sales tax returns and payments online	Monthly	Printed confirmation of scheduled payment and Sales Tax Return
File and schedule federal 940/941	Monthly/Quarterly	Printed confirmation of

taxes and returns online		payment and filing
File and schedule state UC-6 taxes and returns online	Quarterly	Printed confirmation of payment and filing
Proactive tax mitigation planning through consultation with management and CPA	Quarterly	Written summary of changes to current plans
A/R & A/P Services	Frequency	Work product
Record and send/print management-approved Accounts Payable (A/P) transactions in QuickBooks®	Weekly/Monthly	Unpaid bills report, Electronic payment confirmations, unsigned checks, payment stubs, A/P Aging reports
Create and send/print management-approved Invoices and Payment transactions in QuickBooks®	Weekly/Monthly	Deposit Summaries, Printed or electronic invoices, A/R Aging reports
Create and send/print monthly statements using QuickBooks®, including finance charges if applicable	Monthly	Printed or emailed Statements
Review and Prepare source documents for 1120, 1065 and 1040 tax returns	Annually	Copies of source documents for delivery to CPA
Prepare documentation for loans, mortgages, line of credit, etc.	As needed	Copies of documents for lender/broker
Consult with you and your Financial Advisor regarding your long-term investment strategy and outlook	As needed	Written summaries of changes to current plans