

## Accounting and Advisory Solutions

### Monthly Client Accounting Solutions

- Technology Remote Hosting
  - Quickbooks
  - Accounting CS
- Accounts Payable
  - Processing of vendor invoices and bill payment via Bill.com
  - Reconciling vendor statements and researching vendor inquiries
- Accounts Receivable
  - Processing of AR payments and deposits
  - Limited collection services
- Posting of Monthly and Recurring Journal Entries
  - Sales activity; inventory month-end adjustment
  - Depreciation/amortization; property taxes
  - Credit card charges/expenses
  - Payroll entries from outside payroll vendor
- Sales and Use Tax
  - Calculation of sales tax to be remitted and paid
  - Calculation of use tax due on applicable purchases/items
- Monthly Account Reconciliation
  - Bank (checking, savings, money market)
  - Credit card
  - Loan and/or line of credit
  - Other balance sheet accounts (prepaid expenses; accruals)
- Issue Monthly Management Report Package to Client Portal
  - Balance sheet; month/YTD P&L statement; trailing twelve-month P&L statement; trial balance; general ledger detail (current month)
  - Two custom-created reports: (1) Financial Dashboard; (2) Key Ratios and Key Performance Indicators

### Additional Services Offered Under a Separate Agreement

- Budgeting and forecasting
- Cash flow projections (for new locations, debt refinancing, etc.)
- Preparing and filing of:
  - Personal property tax reports
  - Annual forms 1096 and 1099s
  - W2s—external of third-party payroll provider
  - Foreign bank account report—due June 30
  - Unclaimed property tax report
- Preparing and electronic filing of:
  - Business tax returns—federal and state
  - Business owners personal tax returns—federal and state

#### Colorado Location

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