



Monthly Financial Preparation - \$200 per month.

- Reconciliation of Bank and Credit Card Statements
- Maintaining Loan Balances
- Maintaining Asset Accounts
- Monthly Depreciation Adjustments
- Monthly Financial Statements

Sales Tax Preparation - \$25 per month*, generated off POS reports.

- Processing the invoices/sales receipts as noted above will result in accurate sales tax liability calculation. Davis & Associates will prepare and file sales tax returns and will remit sales tax due from your bank to the Georgia Departments of Revenue.

Excise Tax Preparation - \$25 per month*, generated off POS reports.

Pay roll Processing – Based on processing frequency. See below:

Weekly	\$17.50 a run minimum or \$4.05 a check; whichever is greater.
Bi-Weekly	\$35.00 a run minimum or \$4.25 a check; whichever is greater.
Semi-Monthly	\$37.50 a run minimum or \$4.50 a check; whichever is greater.
Monthly	\$75.00 a run minimum or \$4.75 a check; whichever is greater.

Delivery-

- FedEx overnight – Current FedEx rate
- Priority Mail – Current postage rate
- Checks mailed directly to employees – Current postage rate

W-2 Processing - \$5 per W-2, \$50 minimum

Invoicing/ Sales Receipts/ Accounts Receivable - \$50 per week.

- All sales and orders written up onsite at retail locations on preprinted, three-part carbon copy invoices. Copy one is given to the customer as their receipt, copy two is sent to Davis & Associates, and copy three remains onsite for reference.



Processing – Invoices are faxed to Davis & Associates nightly or weekly for processing. Aging report is kept current and is available monthly or upon request.

- Individual invoices recorded for the purpose of:
 - Maintaining current customer database
 - Accounts Receivable tracking and collection efforts
 - Maintaining real time record of sales and sales tax liabilities
 - Inventory Controls

Bill Pay/Accounts Payable - \$50 per week.

- All invoices faxed weekly or nightly or mailed to Davis & Associates.

Processing- Payments to vendors processed as due via *online bill payment between QuickBooks and your bank. Payables report is kept current and is available monthly or upon request. *Bank might have additional monthly fee for service

- Individual bills/vendor invoices recorded for the purpose of:
 - Maintaining current vendor listings
 - Accounts Payable and remittance purposes
 - Tracking vendor payments for end of year 1099 preparation
 - Inventory controls
- CODs, cash receipts, and other expenditures sent to Davis & Associates the first week of each month.
- Expenditures that are paid directly from bank account should be faxed or emailed daily to Davis & Associates in order to manage cash flow and prevent overdrafts.

QuickBooks Consultation - \$100 an hour

- Review of all accounts related to the Balance Sheet and Income Statement.
 - Accounts Receivable and Accounts Payable treatments
 - Loan/Lease payments
 - Asset accounts
 - General account groupings
 - Other as specified by client