

Services Price List

As of January 2023

Accounts Receivable

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
Receivables	100	Follow-up on Receivables
	100	Prepare and Send Statements
	100	Review Receivables
Invoicing	100	Generate and Send Invoices
	100	Reimbursable Grant Invoices
	100	Verify Billing Data

Accounts Payable

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
Manage Vendor Payments	100	Manage Accounts Payable through BILL

Bookkeeping

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
Adding Transactions	65	Adding from Bank Link
	65	Payroll Journal Entries
	65	Enter Credit Card Expenditures
	65	Manual Account Entry (Unconnectable Accounts)
Reconciliation	100	Fix Reconciliation
	100	Resolve Unreconciled Transactions
	100	Reconciliation - Bank, Credit Card, Loan, LoC
	100	Reconciliation - PayPal, Venmo (connected)
	100	Reconciliation - Venmo, Cash App (unconnected)
Financial Statements	100	Month End Close
	100	Monthly Financials Review and Send
	100	Chart of Accounts Updated
QuickBooks Online Set-up	100	<i>Subtasks depend on complexity and project</i>

Training and Support

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
QuickBooks Support	130	QuickBooks Support by Phone
	130	QuickBooks Support by Zoom
	100	QuickBooks Support by Email
Check-In Meeting	65	30 Minute Check-in Meeting
Finance Department Training	250	Meetings + Support
	130	Weekly Coaching Meetings + Support

Financial Analysis

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
Grant Tracking	100	Grant Tracking by Class
	100	Grant Tracking by Customer
Project Tracking	100	Tracking by Job or Project
Cash Flow	100	
Budget vs. Actuals	100	

Human Resources

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
Benefits Administration	100	Set Up New Benefit (IRA or Health Insurance)
Employee Onboarding	100	Comprehensive
Open Enrollment	100	IRA
	100	Health
Employee Offboarding	100	Comprehensive

Payroll

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
Payroll Offboarding	100	
Payroll Onboarding	100	
Workers' Compensation	100	Workers' Compensation Audit
	100	Calculation
	100	Payment
1099-NEC Filing	100	
Managing Out of State Payroll Taxes	100	
Mail Service	100	
Payroll Processing	100	Manage Deductions and Contributions
	100	Process Hourly Timesheets
State Payroll Tax Registration	Varies	
Paying Contractors	100	Pay Contractors through Gusto (Hourly Timesheets)
	100	Pay Contractors through Gusto (Emailed Invoices)
Annual Report Filing	100	LA Secretary of State Annual Report Filing

Tax

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
Sales Tax	100	Monthly Sales Tax Filing
	100	Occasional Sales Tax Filing
	100	Resolve Sales Tax Notice
Payroll Tax	100	Review Payroll Tax
	100	Reconcile Payroll Tax
	100	Resolve Payroll Tax Notice
Business and Personal Property Tax Filing	100	