

Services Price List

As of January 2024

Bookkeeping

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
Adding Transactions	65	Adding from Bank Link
	65	Enter Credit Card Expenditures
	65	Manual Account Entry (Unconnectable Accounts)
	65	Payroll Journal Entries
	65	Account Coordination for Transactions Without Details
	65	Updates and Fixes
	65	Class or Project Tracking and Coordination
Adjusting Journal Entries	100	Payroll
	100	Revenue Recognition and Split Out
Assets	100	Construction Work in Progress
	100	Depreciation and Amortization
Diagnostic Reports *Starting at \$250	Varies	Review Current QuickBooks file and Identify Problems and Opportunities
Financial Statements	100	Chart of Accounts Updated
	100	Month End Close
	100	Board Financial Statements
	100	Monthly Financials Review and Send
Project and Grant Tracking	100	Review and Adjust for Reporting Requirements by Class, Customer, or Project
QuickBooks Cleanup	100	Reconcile, Add Transactions, Change COA and Others
QuickBooks Conversion	100	Desktop to Online
QuickBooks Online Set-Up	100	New QBO File
Reconciliation	100	Fix Reconciliation
	65	Operating Accounts (Connected)
	100	Benefits Liabilities
	100	Bill.com (Connected)
	100	PayPal, Venmo (Connected)
	100	Venmo, Cash App (Unconnected)
	100	Emergency Funds
	100	Resolve Unreconciled Transactions

Payroll

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
Payroll Offboarding	100	Add to Gusto
Payroll Onboarding	100	Remove from Gusto
Payroll Processing	100	Hourly Timesheets Provided via Email
	100	Hourly Timesheets Synced to Gusto
	00	Salaried Employees / Manage Auto Pilot
	100	Manage Deductions and Contributions
Workers' Compensation	100	Workers' Compensation Audit
	100	Calculation and Payment
1099-NEC	65	QuickBooks Filing
	65	Filing through Gusto
	65	Edits through Gusto
1099-MISC	65	Filing through QBO or Track 1099
Payroll Tax	100	Reconcile Payroll Tax
	100	Resolve Payroll Tax Notice
	100	Review Payroll Tax
Managing State Payroll Taxes	Varies	Registration
	100	Close Payroll Tax Account
	Varies	Set-Up New State through CorpNet
	100	Troubleshoot Notices
	100	Update SUI Rates
Managing Out of State Payroll Taxes	65	Mail Service
	100	Paid Family Leave and Disability Setup, File, and Payment
Paying Contractors	100	Pay Contractors through Gusto - Emailed Invoices
	100	Pay Contractors through Gusto - Hourly Timesheets
Annual Report Filing	100	LA Secretary of State Annual Report Filing
Benefits Administration	100	Coordinate with Broker
	100	Open Enrollment
W-2	100	Filing Outside of Gusto
	100	Filing Through Gusto
	100	Edits Outside of Gusto
	100	Edits Through Gusto
	100	Gusto Year End Review
Employee Updates	100	Address, Benefits, Help with Portal

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
Business and Personal Property Tax Filing	100	LAT 5 Filing and Payment
Payroll Tax	100	LAT 5 Filing and Payment
Annual Report Filing	100	LA Secretary of State Annual Report Filing
Occupational License Tax Renewal	100	City of New Orleans.
Nonprofit Audit Support	100	Assist with Audit
Coordinate with Tax Preparer	100	Assist with 990 Filing

Consulting

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
QuickBooks Support	130	QuickBooks Support by Phone
	130	QuickBooks Support by Zoom
Check-In Meeting	65	30 Minute Check-in Meeting
	130	60 Minute Check-in Meeting
Consulting	130	Process Consulting Meetings
	130	QuickBooks Consulting Meetings

Accounts Payable

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
Respond to Vendor Inquiries	100	Coordinate about Onboarding, Invoice Balances, Lost Checks, 1099s, etc.
Input Vendor Payables	100	Manage Accounts Payable through BILL
Print Checks	100	Print, Get Signed, and Mail
Filing	100	Keep a Record of all Expenditures in Digital Format
Approve and Process Payables	100	Manage Accounts Payable through BILL
Employee Reimbursement	100	Approval and Pay through BILL
BILL Setup	100	New BILL account for payables

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
	100	Grant Invoice and Backup

Financial Management

<i>Task</i>	<i>Hourly Rate</i>	<i>Subtask</i>
Cash Flow	100	13 Week Projections
	100	12 Month Rolling
	100	3-5 Year Projections
Budget vs. Actuals	100	Monthly Updated Excel or Google Doc
Budget Assistance	100	Budget Assistance
	130	Meeting
Internal Controls	100	Financial Policies and Procedures
In-Person Meeting Travel	Varies	Mileage and Time