



I have been “helping” business owners for the last twenty something years. I know how it is trying to start, run, and manage a business. Normally, I am nearly available 24/7 by cell phone. My goal is not for you to take the CPA or the Enrolled Agent (IRS) exams – but to benefit from the dynamics of how accounting, financial and tax planning affects your financial objectives. Each year, my clients receive a “better bang” for the dollar. Their working knowledge of these dynamics does increase. There are more tangible benefits, just not in tax savings, but an increase in their overall financial strength.

SUMMARY OF VARIOUS TYPES OF SERVICES:

Client Write-Up Services

- ❑ On-site review & maintenance of the General Ledger (Accounting Records) in accordance with generally accepted accounting principles (GAAP)
- ❑ Planning & preparation for income tax considerations
- ❑ Budget & Annual Cash Flow Projections

Bookkeeping Functions- Either On-Site or Remotely

- ❑ Data entry for disbursements and deposits
- ❑ Posting of vendor bills
- ❑ Posting of sales receipts
- ❑ Processing payroll checks
- ❑ Filing all Payroll Forms
- ❑ Bank, Credit Card and Loan Accounts Reconciliation’s
- ❑ Filings for County and State BPOL, Business Tangible Personal Property, Retail Sales Tax and Annual Business Reports

Accounting

- ❑ Training and support for QuickBooks Pro™
- ❑ Bank and credit card reconciliation’s
- ❑ Cash Flow Analysis
- ❑ Preparing bill-payment checks
- ❑ Preparing Sales & Use Tax Reports & disbursements
- ❑ Processing payroll compliance Reports & disbursements
- ❑ Record keeping
- ❑ General business procedures and requirements
- ❑ Business Formation

Tax Services

- ❑ Tax Preparation
 - o 1040
 - o 1120
 - o 1120S
- ❑ 1065
- ❑ Tax Planning
- ❑ IRS and State Representation



Tax Planning

- ❑ Business entity selections
- ❑ LLC structures enhancing valid tax savings
- ❑ Sub S elections for Corporations
- ❑ Retirement plan selections maximizing future earnings potential

Fee Structure: Is based on a blended rate of \$50.00 a billable hour:

- ❑ Over 8 hours of billable time per month receive a 5% reduction
- ❑ Over 32 hours of billable time per year receive a 10% reduction
- ❑ All **Accounting Clients** receive a special rate for Tax Preparation on the most common forms:
 - o 1040 \$175
 - o 1065 \$275
 - o 1120S \$325
 - o 1120 \$425 (basic)

There is one caveat to my fee structure – I would prefer to do **tax planning** during the year – I cannot guarantee the same results if I am forced to **prepare your taxes** and do the **planning** at the same time. You did what you did – and I will try and salvage what I can!

Please feel free to contract me if you have any questions – and do not hesitate to call me.

Respectfully,

James Naradzay, EA