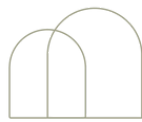


SERVICES & PRICING GUIDE



BALANCED

BOOKKEEPING CO.



HOWDY! I'M RACHEL



OWNER | BOOKKEEPER at Balanced Bookkeeping Co.

I'm a Texan - born and raised, and received my BBA from Texas A&M University (WHOOH!). I started bookkeeping for small businesses in 2017 when I stumbled into this niche and filled a need. My business has grown steadily ever since.

As a small business owner myself, I know firsthand how overwhelming it can be to juggle everything on your plate. Between managing employees, servicing clients, and chasing down new leads, the last thing you want to worry about is keeping track of finances. That's where a bookkeeper comes in!

Hiring a trusted bookkeeper like Balanced Bookkeeping Co. can take the stress off your shoulders and allow you to focus on what you're passionate about - running your business. A bookkeeper can make sure your financial records are accurate and up-to-date, so you have a clear picture of your cash flow and expenses. Plus, having a bookkeeper can help you avoid costly mistakes and keep you on track with important deadlines.

But here's the thing - you need to be able to trust your bookkeeper completely. That's why working with somebody who is relatable and passionate is so important. We get what it's like to be a small business owner, and genuinely want to see you succeed. With open communication and a friendly attitude, we'll make sure you feel comfortable handing over your financial information and can be confident everything is in good hands.

So go ahead and focus on your dreams and your passion for your business. Let Balanced Bookkeeping Co. worry about the numbers and help take your business to the next level.

PACKAGE OPTIONS

Simple monthly bookkeeping pricing based primarily on your average monthly transaction volume.

AVERAGE MONTHLY TRANSACTIONS	MONTHLY FEE
0 – 100 transactions / month	\$275 /month
101 – 175 transactions / month	\$350 /month
176 – 250 transactions / month	\$450 /month
251 – 350 transactions / month	\$550 /month
351 – 500 transactions / month	\$700 /month

ALL MONTHLY BOOKKEEPING PACKAGES INCLUDE

- ✓ Monthly QuickBooks Online update
- ✓ Monthly reconciliation of bank, credit card, and loan accounts
- ✓ Monthly Profit & Loss and Balance Sheet statements
- ✓ Quarterly 1:1 check-in calls to review questions and stay in communication
- ✓ Annual preparation of 1099s*

Pricing is based primarily on average monthly transaction volume and may be adjusted for additional accounts, complexity, or special reporting requirements.

**Additional fees may apply for high-volume 1099 preparation. QuickBooks Online and other third-party subscription fees are not included.*

ADDITIONAL SERVICES

Payroll

Payroll processing through QuickBooks Online or Gusto

1–3 employees: \$175/month
4–10 employees: \$250/month
11+ employees: Custom pricing

Includes:

- Running regularly scheduled payroll
- Payroll tax filings
- Payroll tax payments
- Year-end W-2 preparation

Additional payroll administration, corrections, special payrolls, or complex multi-state requirements may be billed separately.

Accounts Receivable & Payable

Ongoing A/R and/or A/P management

\$95/hour

May include:

- Issuing payments to subcontractors and vendors
- Creating and sending customer invoices
- Following up on outstanding customer balances
- Recording and tracking payments

New Business / QuickBooks Setup

Getting your books organized and ready to go

Starting at \$350

May include:

- QuickBooks Online setup
- Connecting bank and credit card accounts
- Creating or customizing the chart of accounts
- Initial bookkeeping workflow setup

Catch-Up & Cleanup Bookkeeping

For businesses with books that are behind or need significant correction before ongoing monthly services can begin

Starting at \$2,500

Pricing is determined after an initial review and varies based on the number of months involved, transaction volume, number of accounts, and condition of the existing books.

May include:

- Entering and categorizing historical transactions
- Reconciling historical accounts
- Correcting prior bookkeeping issues
- Reviewing financial statements for accuracy

*** QuickBooks Online, Gusto, and other third-party software subscription fees are not included in service pricing.

NEXT STEPS



FAQ's

What's the difference between an accountant and a bookkeeper?

Bookkeepers maintain daily financial transactions and ensure financial data is organized, up-to-date, and available. Accountants analyze financial data to identify trends and offer insights for strategic financial decisions, tax planning, and budgeting. Certified Public Accountants (CPAs) are a specialized group of accountants with advanced knowledge in accounting and taxation, authorized to provide a broader range of services, including audits, financial planning, and IRS representation. Choosing the right team of financial professionals is crucial for maintaining a healthy financial state for your business.

What's the importance of outsourcing my bookkeeping to a 3rd party?

Picture this: no more number crunching nightmares! By outsourcing your bookkeeping to the pros, you can finally relax knowing your books are in tip-top shape. The icing on the cake? You'll feel like you hit the jackpot when you're paying the right amount of taxes and maximizing profits! And the cherry on top? You'll finally have some extra time to focus on your business's daily adventures.

Can you prepare my taxes for me?

In a word: No. Taxes are best prepared by a separate accountant other than your bookkeeper, and one that specializes in tax preparation for your business. This way, you never run afoul of the law, and you don't overpay your accountant for bookkeeping services. Instead, you take advantage of the unique expertise of each professional.

For payroll clients, we process applicable payroll tax filings and payments. We also prepare year-end 1099s as included with your bookkeeping package, along with the financial statements your tax preparer needs. Your tax preparer is responsible for preparing and filing your business and personal income tax returns (Forms 1040, 1065, 1120, and related K-1s).

FAQ's

How will I transfer data and materials to you so you can do my bookkeeping?

There are several ways that you can transfer data and materials to us - email, dropbox, Google Drive, & snail mail. Many clients find that it's easiest to provide us with read-only access to their online bank statements and credit card statements. Additionally, if they want very detailed books that show everything purchased, sending us their receipts is best.

What are the advantages/disadvantages of the tax preparer processing both my bookkeeping and taxes? Can't I just have my accountant do my bookkeeping for me?

It is best to separate duties between a bookkeeper and a tax preparer, as their roles are different. Tax preparers are not experts in bookkeeping and may charge more for their services. Bookkeepers provide timely reports throughout the year and help business owners understand their financial situation. By leveraging the skills of both professionals, businesses can benefit from having experts in both fields and a system of checks and balances for their accounting records.

How involved will I be in the bookkeeping process?

We consider our collaboration as a partnership where we work together towards achieving your objectives. After understanding your goals and setting up the necessary infrastructure, our team will take care of monthly maintenance in the background, without requiring any input from you. Along the way, we'll discuss your reports, acknowledge your accomplishments, and answer any questions you may have to ensure your satisfaction.

what's NEXT



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