

ACCOUNTING SERVICES CONTRACT

I/we the undersigned assign the selected Accounting and/or Tax oversight to Arney & Associates for a term of one (1) year from the date of this agreement. For these services rendered to us, we agree to the pricing outlined in Schedule A on page 2 of this contract, payable monthly by automatic ACH draft or credit card charge. In return for the above consideration, I/we shall receive the following services:

Accounting Packages

- Basic Package**
- Advantage Package**
- Premium Package**

Add On Packages

- Employee Payroll:** **Live** **After-The-Fact**
- Scheduled QuickBooks Clean-up** **Sales Tax Reporting**
- Document and Record Management** **LLC Annual Certificate Filing**
- Bill Pay & Accounts Payable** **Invoicing & Accounts Receivable**
- Other** _____ **Other** _____

Endorsement

This agreement between the subscriber and Arney & Associates shall be automatically renewed for an additional year from date of agreement unless written notice of cancellation is given at least 30 days before the expiration of the year's service.

Business revenue & transaction volume will be reviewed every month in order to establish any necessary adjustment in fee per Schedule A. Any change in fee will be agreed upon in writing by both parties.

Any incident occurring prior to the date of this agreement is not covered by our service.

Client is responsible for submitting timely, complete and accurate information to Arney & Associates.

Package Start Date: _____

Monthly Amount at Package Start: \$ _____

Business Name: _____ **Address:** _____

Business Phone: _____

Alternate Phone: _____ **Email:** _____

Client Signature: _____ **Date:** _____

ACCOUNTING SERVICES CONTRACT

Schedule A (Pricing is per month)

	Basic Package	Advantage Package	Premium Package
Pricing	\$____.00	\$____.00	\$____.00

Add On Packages

Employee Payroll	See Below	Sales Tax Reporting	\$____.00 per month
Scheduled QuickBooks Clean-up	\$____.00 per month	LLC Annual Certificate Filing	\$____.00 per <u>YEAR</u>
Document & Record Management	\$____.00 per month	Invoicing & Accounts Receivable	\$____.00 per month
Bill Pay & Accounts Payable	\$____.00 per month	Other:	\$____.00 per month

Employee Payroll Pricing		
	After-The-Fact Payroll	Live Payroll
Number of Employees	Price per month	Price per month
1	\$____.00	\$____.00
2 to 5	\$____.00	\$____.00
5 to 10	\$____.00	\$____.00
11 to 20	\$____.00	\$____.00
Above 20	\$____.00 Extra for every addition multiple of 10 employees	\$____.00 Extra for every addition multiple of 10 employees

Client Initials _____

Accounting Packages

Basic Package

Designed to provide the books and records necessary for an annual income tax return, 1099s & other managerial uses.

- Quarterly Bookkeeping
- Tax Planning
- Dedicated Advisor
- Phone & Email Support

Advantage Package

Designed to handle compliance needs and assist your staff in its regular accounting and bookkeeping roles.

- Monthly Hosted Live Bookkeeping
- Monthly Bank Reconciliations
- Quarterly Financial Statements Preparation
- Tax Planning
- 24/7 Access to Financials & Books (including mobile)
- Dedicated Advisor
- Phone & Email Support
- Free QuickBooks Online Account

Premium Package

Designed to remove the burden & worry of many back-office functions. You focus on the activities that make you money, and let us handle the rest.

- Monthly Hosted Live Bookkeeping
- Monthly Bank Reconciliations
- Monthly Financial Statements Preparation
- KPI Reporting
- 20% Discount on any Add-On Packages.
- Tax Planning
- 24/7 Access to Financials & Books (including mobile)
- Dedicated Advisor
- Phone, Email, Video Meetings
- Free QuickBooks Online Account
- Annual Corporation Renewal (state fees apply)

Service Descriptions

Hosted Live Bookkeeping

Live Bookkeeping is built on a collaborative bookkeeping system to where both the client and accountant have 24/7 access to all books & records from any internet connected computer, smart phone, or tablet. Arney & Associates receives the company's individual transactions information and bank statements via a secure online software, and keeps the books up-to date.

This is the best option for the owners that want up-to-date information on what's going on in their business and for making the best managerial decisions, but does not have the staff or time or desire to keep up with the books themselves. Bank and loan accounts are reconciled monthly.

This pairs well with several add-on services such as Bill Pay & Accounts Payable, Document & Record Management Services, and Invoicing & Accounts Receivable.

Live Payroll

With Live Payroll, Arney & Associates handles every part of the payroll process. The client company turns in management approved time cards/sheets, or other pay information and Arney & Associates calculates the taxes and any paycheck deductions. Once approved we pay your employees via direct deposit to their bank or pay cards. (Paper checks are available for an additional charge)

All paystubs and W-2s will be accessible by the employees in a secure Online Client Center.

Arney & Associates also remits the various payroll tax payments, and files all necessary forms and payroll tax returns with the appropriate taxing agencies.

After-the-Fact Payroll

With After-the-Fact Payroll, the client handles the payroll as it relates to the employees, and Arney & Associates takes care of the taxing agencies. The client calculates the payroll and pays the employees, and then relays that information to Arney & Associates.

Arney & Associates then remits the various monthly or quarterly payroll tax payments, and files all necessary forms and payroll tax returns with the appropriate taxing agencies.

Scheduled QuickBooks Clean-ups

QuickBooks is by far the most common financial and bookkeeping software used by small and medium sized businesses in the U.S. Although it can be relatively easy to use, it can also be easy to mess up. In many cases, relying on bad information is worse than having no information.

Take the worry away that your company's books and records are steering you wrong. Arney & Associates has six Certified QuickBooks ProAdvisors that are ready to ensure that your books are providing you with accurate and useful data. The default schedule is to have they books reviewed and cleaned-up quarterly, although monthly, semi-annually, and annually are also available.

Document Management Services

Arney & Associates will sort, manage, and organize all of the various receipts and bills that your business gets throughout the year. All receipts are digitally attached to the specific transaction inside of your cloud-based accounting system. This gives you real time access to all of your records without the extra work of organizing it all, or spending countless hours handling paper documentation.

Invoicing & Accounts Receivable

Arney & Associates will prepare invoices and send to your customers, as well as manage the payments. We use an online system that you can access too. (Other fees apply)

Bill Pay & Accounts Payable

Arney & Associates will process payments to each vendor and manage accounts payable. We use an online system that you can access and use as well. (Other fees apply)

Financial Statement Preparation

Financial Statements take the raw information inside of your bookkeeping system and turn it into useful information that can help you make better business managerial decisions. In addition to the standard Income Statement and Balance sheet, we will help identify up to three other useful reports specific to your business.

We will help show you what reports you should focus on and how to understand what they are saying. No one is asking you to become an accountant yourself, but learning how to read and understand your business's financial health through various reports is an invaluable skill.

Engagement Letter

This letter is to confirm our understanding of the terms and objectives of our engagement for the services we will provide for the year ended _____. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

CLIENT RESPONSIBILITIES

You are responsible for management decisions and functions, which include but are not limited to; adequate insurance coverage, calculation of amounts for employee payroll deductions for health insurance and, administration of pension eligibility, and verification of accounts payable amounts, and will designate a competent employee to oversee any services. You are responsible for evaluating the adequacy and results of and accept responsibility for such services. You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities. We will not audit or otherwise verify the data you submit, although we may ask for some clarification. This engagement is limited solely to bookkeeping services as listed above. Other accounting services (including tax services) are available for additional charges covered under a separate engagement letter. None of the services can be relied on to detect errors, fraud, or illegal acts that may exist. However, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential. In addition, we have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement. We have marked the frequency of the services that we expect to provide. Please review the information below and make any changes necessary.

PRIVACY POLICY

Enrolled Agents and tax and accounting firms, like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. Enrolled Agents have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization. For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees, and in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

ELECTRONIC COMMUNICATION

In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the internet. Such communications may include information that is confidential to you. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent, and you consent to our use of these electronic devices.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Please sign this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein, and our respective responsibilities.

Agreed to and Accepted by:

Name

Title

Date