

CLIENT SERVICES:

Bookkeeping Services – Weekly, Monthly, Quarterly, & Yearly

Dear Client:

Meaningful, well-organized financial records ensure that your business operations will run more efficiently on a daily basis and are the foundation of a successful business. Our qualified staff can assist you with the day-to-day tasks associated with bookkeeping, so you can do more important things such as generating sales, prospecting new business opportunities, improving products or services, or servicing customers. We can setup and keep your books or setup, train and support you or your bookkeeper to keep your books.

We'll work from your location or our own. Each month or quarter we'll do the following:

- Reconcile your bank account
- Generate an income statement
- Generate a balance sheet
- Clean up your general ledger
- Provide consultations

You can customize the package of services you receive by adding payroll, tax planning, tax preparation, or any of our other services.

Why should you reconcile your bank account?

Reconciling your business checking account each month allows us to keep your bank account, accounting, and taxes up-to-date.

Having us reconcile your account each month allows you to:

- Identify lost checks, lost deposits and unauthorized transactions
- Detect and prevent excess/unjustified bank charges and ensure transactions are posted correctly by your bank.
- Detect and prevent embezzlement of funds from within your company.
- Know how your business is doing? You can't really know unless all accounts are reconciled and properly accounted for on your financial statement.
- Manage your cash more effectively. Proper management of funds not only saves money, it makes money for you.
- Protect yourself. By timely reconciling and promptly objecting to your bank about any unauthorized, fraudulent or forged checks presented to your bank and paid by that bank, you can relieve your agency of responsibility for the shortfall and transfer the risk to the bank. This reason to reconcile alone should be enough. Crime exists.
- Sleep better. You will sleep more peacefully at night knowing your bank accounts are reconciled, in balance and that all escrow funds, accounts, checks and disbursed funds are properly accounted for.

Why should you generate an income statement?

An income statement, otherwise known as a profit and loss statement, basically adds an itemized list of all your revenues and subtracts an itemized list of all your expenses to come up with a profit or loss for the period.

An income statement allows you to:

- Track revenues and expenses so that you can determine the operating performance of your business
- Determine what areas of your business are over-budget or under-budget.
- Identify specific items that are causing unexpected expenditures, such as phone, fax, mail, or supply expenses.
- Track dramatic increases in product returns or cost of goods sold as a percentage of sales.
- Determine your income tax liability.

Why should you generate a balance sheet?

A balance sheet gives you a snapshot of your business' financial condition at a specific moment in time.

A balance sheet helps you:

- Quickly get a handle on the financial strength and capabilities of your business
- Identify and analyze trends, particularly in the area of receivables and payables. For example, if your receivables cycle is lengthening, maybe you can collect your receivables more aggressively.
- Determine if your business is in a position to expand?
- Determine if your business can easily handle the normal financial ebbs and flows of revenues and expenses?
- Determine if you need to take immediate steps to bolster cash reserves?
- Determine if your business has been slowing down payables to forestall an inevitable cash shortage?

Balance sheets, along with income statements, are the most basic elements in providing financial reporting to potential lenders such as banks, investors, and vendors who are considering how much credit to grant you.

Why should you clean up your general ledger?

The general ledger is the core of your company's financial records. These records constitute the central "books" of your system. Since every transaction flows through the general ledger, a problem with your general ledger throws off all your books.

Having us review your general ledger system each month allows us to hunt down any discrepancies such as double billings or any unrecorded payments. Then we'll fix the discrepancies so your books are always accurate and kept in tip top shape.

Why should you receive consultations?

We are available to spend time with you so you fully understand how to interpret and utilize the financial information we provide. Feel free to call us whenever you have a question or concern.

We offer bookkeeping and payroll solutions that meet your business's needs and enable you to spend more time doing what you do best – managing your business.

Relieve yourself of the stress of a never-ending day. You need time with the family and time to rest. Handling your own bookkeeping after a full work day or after dinner time can be exhausting. Delegate to professionals who have the time and expertise to get it done right the first time.

Sincerely yours,

TICE ASSOCIATES, P.C.

1709 W. Market St.

York, PA 17404

Phone: 717-843-9572

Fax: 717-845-1590

Web: www.ticeassociates.com