

Service / Scope of Work	Collaborative Bookkeeping	Strategic Accounting
Monthly Service		
Reconciling all banks, loans, and credit cards	✓	✓
Setup and Modify Chart of Accounts for Management Needs	✓	✓
Monthly Depreciation of Fixed Assets	Annual Adjustments Only	Annual Adjustments Only
Monthly Review of Inventory Value	Annual Adjustments Only	✓
Monthly Review of Accounts Receivables and Payables	Annual Adjustments Only	✓
Monthly Review of Intercompany Loans	Annual Adjustments Only	✓
Process and Manage Accounts Payable	Optional – fee applies	Optional – fee applies
Process and Manage Accounts Receivable	Optional – fee applies	Optional – fee applies
QuickBooks Online Subscription License	Paid by user	✓
Secure Document Portal	✓	✓
Bookkeeping / CPA Email Support – (1) business day response	✓	✓
Monthly -Bookkeeping “Check in Call”	✓	✓
CPA “Check in Call”	Billed separately	Quarterly “Check In Call” included
Special Projects / Out of Scope Requests	Hourly rate – billed separately	Hourly rate – billed separately
Annual Business Tax Returns	Optional – fee applies	✓