

SERVICE OPTIONS

**Northwest Accounting Service
Lorrie Williams-Conway
Accounting and Business Management
Menu of Services**

Our goal is to provide our clients with exceptional personalized assistance by offering a customized cafeteria style plan for services. Services include, but are not limited to the following:

PRELIMINARY BUSINESS SERVICES

- Assistance in writing a business plan
- Employee handbooks
- Mission Statements
- Business policies
- Filing appropriate business license forms
- Filing for Employer I.D. number from IRS
- Choosing and/or monitoring bank accounts

COMPUTER ACCOUNTING SUPPORT

- Accounting software selection assistance
- Software installation
- Accounting program set-up including evaluation of operations and set-up of appropriate chart of accounts
- Accounting program training of on-site staff

DAILY BUSINESS MANAGEMENT SERVICES

Payroll

- Computation of payroll
- Approximately how many employees? _____
- Maintain payroll individual records
- Prepare quarterly payroll reports (Federal, State, Worker's Comp, Employment Security)
- Prepare year-end payroll reports and reconciliation (W-2's & IRS W-3 Transmittal)
- Merge payroll information from payroll service into in-house accounting systems.

32116 NE Dial Road
Camas, WA 98607
360-834-2813

Accounts Receivable

- Issuing invoices to clients or customers
- Collecting incoming funds from designated spot or post office box
- Recording against client account/copying checks and filing
- “Collection” calls
- Preparing deposits and banking collected monies

Accounts Payable

- Collecting invoices due from designated spot or post office box
- Entering bills to pay into computer program
- Running checks to pay invoices & preparing checks for signature.
- Assuring accurate and timely payment of invoices
- Monitoring/”bird-dogging” problem invoices

General Ledger

- Reconcile all bank accounts
- Monitor bank balances
- Enter month end adjusting entries
- Prepare financial statements

Budgeting

- Provide historical information to appropriate individuals for budgeting purposes - or-
- Prepare annual budget based on historical information –or-
- Brainstorm and evaluate business plan to establish estimated budget based on anticipated activities (Zero-based budgeting)

Other

- Monitor and issue annual 1099’s
- Prepare annual tax returns (990, 1120-H, 1120-S, 1120 etc)
- Prepare any necessary annual/quarterly business reports (Washington State Excise Tax, city tax forms etc)
- Inventory Control
- Monitor and order check stock
- Prepare workpapers for external auditing
- Assist and be an audit resource

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On-site support *(This service is only available if my schedule allows)*

_____ Work on-site _____ hours per week/month
(Preferred day of the week/month _____)

_____ Attend board meetings and present financial information.

- Monthly
- Quarterly
- Annually

(Meetings held on _____ @ _____ time.)

ORGANIZATIONAL CONTACTS

Primary contact person _____

Telephone _____

Fax _____

E-mail _____

Secondary contact person _____

Telephone _____

Fax _____

E-mail _____

To whom will I be accountable for reporting (please provide a single contact person).
