



Take Away the Hassle of Keeping the Books You Do Have Options

If you are in the process of considering outsourcing your bookkeeping services, contact us about one of our options. Use this easy-to-use worksheet to help you determine your bookkeeping needs. Upon completing the worksheet, schedule a meeting with us, by phone at (816) 944-1737, email hugheswalkergroup@gmail.com, or use our calendar.

	Premium package	Comprehensive package	Essential package
<input type="checkbox"/> Supply cloud accounting software	✓	✓	✓
<input type="checkbox"/> Subscription for your paperless expense and receipt processing system	✓	✓	✓
<input type="checkbox"/> Client Business Portal to easily upload statements & other sensitive documents	✓	✓	✓
<input type="checkbox"/> Post all business bank transactions	✓	✓	✓
<input type="checkbox"/> Complete monthly bank reconciliations	✓	✓	✓
<input type="checkbox"/> Post purchase invoices, expenses and cash transactions	✓	✓	✓
<input type="checkbox"/> Post all credit card transactions	✓	✓	✓
<input type="checkbox"/> Complete the monthly credit card reconciliations	✓	✓	✓
<input type="checkbox"/> Complete the monthly sales and purchase ledger reconciliations	✓	✓	✓
<input type="checkbox"/> Match/Categorize bank & credit card transactions via the bank feed	✓	✓	✓
<input type="checkbox"/> Create new/maintain existing your email and invoice templates	✓	✓	✓
<input type="checkbox"/> Complete the monthly Sales Tax reconciliation	✓	✓	✓
<input type="checkbox"/> Maximize your tax deductions*	✓	✓	✓
<input type="checkbox"/> Completing payroll journals	✓	✓	
<input type="checkbox"/> Set up your repeating transaction	✓	✓	
<input type="checkbox"/> Create/Maintain your fixed asset register	✓	✓	
<input type="checkbox"/> Accounts Receivables monitoring	✓	✓	
<input type="checkbox"/> Annual Budget vs Actual Performance Review	✓		
<input type="checkbox"/> Enhanced credit control	✓		
<input type="checkbox"/> Precision accounting with accruals and prepayments	✓		
<input type="checkbox"/> Make adjustments for any foreign currency transactions	✓		
<input type="checkbox"/> Key Performance Indicators (KPIs) Monthly	✓		
<input type="checkbox"/> Inventory Assistance	✓		
<input type="checkbox"/> Comparative Monthly Management Reporting	✓		
<input type="checkbox"/> Basic management reporting every quarter (Balance Sheet, P & L)			
<input type="checkbox"/> Or Full management reporting (Balance Sheet, P & L, Cash Flow Statement)	Full Monthly or Quarterly	Full Quarterly	Basic Quarterly
<input type="checkbox"/> Online ('virtual') business review meeting	Monthly, Quarterly or Semi-annual	Monthly or Quarterly	Semi-annual
<input type="checkbox"/> Unlimited Email and telephone support	Unlimited	Restrictions Apply	
<input type="checkbox"/> Revenue & Expense monitoring and advice	Unlimited for both	6 Maximum Each	
<input type="checkbox"/> Bi-weekly reports on your key numbers	Unlimited	12 Maximum	
<input type="checkbox"/> Completion of Sales Tax returns	Optional Service	Optional Service	Optional Service