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## Taking away the hassle of keeping the books

- Premium package -** This is the best option for busy business owners who want the maximum out of their cloud accounting system and get access to the key metrics so they can make the best business decisions based on the best quality information.
- Comprehensive package -** This is our most popular option because you get valuable monthly reports to help you manage your business, general advice and we'll even produce your year-end accounts for free.
- Essential package -** This option is best for those business owners who are simply looking to get the basic entries done to ensure being compliant with the Internal Revenue Service.

	Premium package	Comprehensive package	Essential package
Supply cloud accounting software – typically retails at \$840 per year***	FREE	FREE	FREE
Subscription for your paperless expense and receipt processing system	FREE	FREE	FREE
Client Business Portal to easily upload statements & other sensitive documents	FREE	FREE	FREE
Post all business bank transactions	✓	✓	✓
Complete monthly bank reconciliations	✓	✓	✓
Post purchase invoices, expenses and cash transactions	✓	✓	✓
Post all credit card transactions	✓	✓	✓
Complete the monthly credit card reconciliations	✓	✓	✓
Complete the monthly sales and purchase ledger reconciliations	✓	✓	✓
Match/Categorize bank & credit card transactions via the bank feed	✓	✓	✓
Set up your repeating transaction	✓	✓	✓
Create new/maintain existing your email and invoice templates	✓	✓	✓
Complete the monthly Sales Tax reconciliation	✓	✓	✓
Completing payroll journals	✓	✓	✓
Maximize your tax deductions*	✓	✓	✓
Create/Maintain your fixed asset register	✓	✓	✓
Unlimited Email and telephone support	Unlimited	Restrictions Apply	Optional Service
Basic management reporting every quarter (Balance Sheet, P & L)	X	X	✓
Precision accounting with accruals and prepayments	✓	X	X
Accounts Receivables monitoring	✓	✓	X
Full management reporting (Balance Sheet, P & L, Cash Flow Statement)	Monthly or Quarterly	Quarterly	X
Comparative Monthly Management Reporting	✓	X	X
Online ('virtual') business review meeting	Bi-weekly, Monthly, Quarterly or Semi-annual	Monthly or Quarterly	Semi-annual
Annual Budget vs Actual Performance Review	✓	X	X
Inventory Assistance	✓	Optional Service	Optional Service
Revenue & Expense monitoring and advice	Unlimited for both	6 each	Optional Service
Bi-weekly reports on your key numbers	Unlimited	12 Maximum	Optional Service
Make adjustments for any foreign currency transactions	✓	X	X
Key Performance Indicators (KPIs) Monthly	✓	X	X
Your holistic cloud financial system	✓	X	X
Enhanced credit control	✓	X	X
Completion of Sales Tax returns	Optional Service	Optional Service	Optional Service

\*\*\***Note:** The inclusion of the Cloud Accounting Software is only for clients that have not established their subscription at the time of engaging *Hughes Walker Group, LLC*.