



Referral:

Client Name	
Company	Email
Address	

Date of Assessment	Wednesday, March 2, 2022	Scope	Full
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QB Assessment

Reconciliation Status	
<input type="checkbox"/>	QuickBooks Version
<input type="checkbox"/>	Close Date
<input type="checkbox"/>	No. Accounts Listed
<input type="checkbox"/>	Account Descriptions
<input type="checkbox"/>	Reconciliation Status
<input type="checkbox"/>	Other:

Profit & Loss	
<input type="checkbox"/>	Date Range
<input type="checkbox"/>	Income Accounts
<input type="checkbox"/>	Duplicate Accounts
<input type="checkbox"/>	Concern (1)
<input type="checkbox"/>	Concern (2)
<input type="checkbox"/>	Additional Concerns In Notes

Balance Sheet / Other	
<input type="checkbox"/>	Access to QBO
<input type="checkbox"/>	Client Provided Financials
<input type="checkbox"/>	Sales Tax
<input type="checkbox"/>	Bank Feeds Connected in QBO
<input type="checkbox"/>	AP AR
<input type="checkbox"/>	Other Balance Sheet Concerns

Corresponding Notes

Reconciliation Status	COMMENTS
QuickBooks Version	Quickbooks Simple Start (Client Paid Subscription)
Close Date	N/A
No. Accounts Listed	4
Account Descriptions	Checking (2737), Savings (4053), Business Checking (6318), Savings (3538)
Reconciliation Status	Accounts have not been reconciled. Checking (2737), Savings (4053), Business Checking (6318), Savings (3538)
Other:	Unless a (DATE) has been indicated account has not been reconciled
Profit & Loss	COMMENTS
Date Range	01/01/2021 - 12/31/2021
Income Accounts	Sales of Product Income, Services, Service/Fee Income, Uncat Income
Duplicate Accounts	Yes, Services & Service / Fee Income
Concern (1)	Accounts have not been reconciled in 2021
Concern (2)	Uncat Income, Uncat Expense categories should be assigned to appropriate income and expense accounts
Concern (3)	Other Business Expenses should be broken out
Balance Sheet / Other	COMMENTS
Access to QBO	YES
Client Provided Financials	NO
Sales Tax	UNKNOWN
Bank Feeds Connected in QBO	No all accounts need to be connected in QBO
AP AR	N/A
Other Balance Sheet Concerns	Uncategorized Assets

ASSESSMENT, RECOMMENDATIONS & NOTES

Profit & Loss / Balance Sheet: Recommend reconciliation back to January 2021 / remove accounts that are no longer active and remove duplicate accounts. Connect accounts to bank feeds in QBO

BREAKDOWN OF COSTS		
Set-up:	\$299.00	Account set-up, pulling statements, client correspondences, creation and set-up of new QBO company file with account connections
Monthly Bookkeeping (Retro):	\$99.00	Includes reconciliation of applicable accounts with 2021 Year End P&L and Balance Sheet provided to client. For Jan 2021 - Dec 2021
Monthly Bookkeeping (Ongoing):	\$150.00	For January 2022 Bookkeeping forward
Proposed Start Date:	01/01/21	
Estimated Total Cost:		Set-up to be billed with signed contract. Individual months to be billed as completed