

# Adams Bookkeeping Services

## Services we offer, included in your regular fee schedule

Our primary objective is to provide you with financial information, in turn giving you solid knowledge to successfully operate your business. Keep in mind, we can only provide you with a good solid picture based on the information that you provide to us.

### Weekly or Bi-Weekly or Monthly

- Payroll Processing
- Accounts Payable
- Accounts Receivable

### Monthly

- Payroll Tax filings & payments
- Workers Comp payments
- Sales Tax filing & payments
- Financial Reports
  - Profit & Loss Statement
  - Balance Sheet
  - General Ledger
  - Account Register
  - Bank Reconciliations

### Quarterly

- Payroll Tax filings & payments
- CAT filing & payments

### Annually

- Payroll Tax filings & payments
- W-2 forms and all related filings
- 1099 forms and all related filings
- Appropriate tax return for the business (i.e. 1120, 1065, 990, or Sch C, etc.) or we can work with a CPA to complete accurate return
- Workers Comp annual filing
- Liquor Permit **renewal only**

## Services we do **NOT** provide

- Contact your vendors for anything
- Find finance options for your business
- Anything to do with the actual operation of your business
- Applying for grants or loans for your business
- Finding people to hire as employees or contractor, etc.
- Contacting any agency about your licenses or permits
- Provide legal advice

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Customer's Signature

Date

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