

# GROWTHFORCE MENU OF SERVICES

## Outsourced Bookkeeping & Controller Services

GrowthForce's monthly services are offered on an à la carte basis. You can customize our services by choosing which tasks you want to perform internally and which tasks you want to outsource to GrowthForce.

If you want your full-charge bookkeeping to be performed by GrowthForce's staff on a daily and weekly basis – we can become your complete finance department.

If you prefer to handle the bookkeeping in-house, but want GrowthForce to oversee your staff, we'll act as your outsourced controller and perform monthly and quarterly closings. You can customize which tasks you want us to perform and/or oversee based upon your business needs.



Menu of Services 	
DAILY/WEEKLY	<b>Paying Bills</b>
	Enter bills into QuickBooks
	Scan bills and link to QuickBooks
	Set up bills for online bill payment
	Respond to vendor inquiries
	Process employee expenses
	<b>Sales &amp; Invoicing</b>
	Create & send invoices
	Record daily sales
	Reconcile with POS system
	<b>Collections and Deposits</b>
	Receive payments and make deposits
	Collection calls
	<b>Payroll</b>
	Enter time sheets
	Process employee payroll
	Upload 3rd party payroll reports
	Allocate labor cost by customer or job
MONTHLY	<b>Banking &amp; Finance</b>
	Download & record bank transactions
	Download & record credit card transactions
	Download & match merchant account receipts to bank deposits
	Prepare cash flow/projection report
	Reconcile bank accounts
	Reconcile credit card statements
	<b>Taxes</b>
	Calculate & pay sales taxes
	Calculate & pay payroll taxes
	<b>Month End Closing and Reporting</b>
	Reconcile balance sheet accounts
	Prepare tax and auditor-ready work papers
	Prepare internal report package and review with management: P&L's, Balance Sheet, A/P, A/R, and custom reports
	Key Performance Indicators (KPIs) and Executive Dashboard
	Profit & Loss by Customer, Job, Employee, etc.
	<b>Fraud Prevention/Internal Controls</b>
	Compare payees per canceled checks to payees per QuickBooks
Review audit trail report	
Lockdown prior periods	
ANNUAL	<b>Tax Support</b>
	Prepare & distribute year-end payroll forms (W-2's, 940, etc)
	Prepare & distribute 1099's
	Prepare Year-End reports for CPA Tax Planning

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