

If You Engage Our Services

What YOU Do

1. You pay your bills each month.
2. You deposit your monies.
3. You record your offering envelopes, if applicable

You send us your:

- A. Cancelled checks
- B. Bank statements
- C. Check stubs or vouchers
- D. Income summary

What WE Do

- Monthly bank reconciliations
- Prepare monthly financial statement
- File all IRS Forms 1099, 1096, W-2, W-3, 941 and many other forms required to be filed by your organization by the IRS or state authorities.
- Keep you in compliance with IRS filing and recordkeeping requirements.

These records will be returned to you each month after your bookkeeping has been completed and reviewed.