

Bookkeeping & financial management

Wealthmanagement services for small non-profit community and charitable organizations

Date	Organization	Treasurer	
Description			
Quantity	Description	Unit Price	Total
	In-person board meetings		
	Initial accounting system setup		
	Accounting system monthly		
	Electronic banking and bill payment		
	Federal informational tax filing		
	State business filing		
	Charity registration		
	Full payroll services		
	Employee handbook setup/revision		
	Initial employee benefit plan setup		
	Employee enrollment assistance		
	Fiduciary advisory service		
	Initial workers compensation setup		
	Donation/fee credit card processing setup		
	Business planning/advisory service		
	Grant applications		
	Grant funds processing		
	Bookkeeping		
	Financial reports to management		
		One time expenses	
		Total recurring monthly	

Thank you for considering our services!