

# Monthly Accounting Service

**Spend more time growing your business -- Let us keep your books!**

You can use this service to keep your business "books" current throughout the year.

Following are some functions that we can handle for you (let us know of others that you may need):

- Record sales
- Record cash receipts
- Maintain customer account balances
- Prepare sales tax reports
- Record checks written
- Record cash paid out
- Reconcile bank account statements
- Reconcile credit card statements
- Maintain depreciation records
- Maintain loan account balances
- Prepare business financial reports

Each assignment is unique. The work required will depend upon the volume & condition of your records.

Because of these variables, it is not possible to provide an exact fee quote. However, we can provide a free estimate based upon your circumstances.

Following are fee ranges that we have compiled from engagements with our current clients. We have categorized client size by annual revenue level.

<b>Annual Revenue</b>	<b>Monthly Fee</b>
\$ 0 - \$100,000	\$100 - \$300
\$100,000 - \$200,000	\$200 - \$400
\$200,000 - \$400,000	\$300 - \$500
\$400,000 - \$500,000	\$400 - \$600
\$500,000 - \$800,000	\$500 - \$700
\$800,000 - \$1,000,000	\$600 - \$800
\$1,000,000 - \$4,000,000	\$700 - \$900

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***k.w. Hoopes & Associates, inc.***

***Certified Public Accountants***

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