

**Michael K White CPA & Associates**  
**4111 18<sup>th</sup> Street, Suite 8**  
**San Francisco, CA**  
**(415) 621-2261**

**Accounting & Tax Services**

We offer a full range of bookkeeping, accounting and tax services to our clients. Monthly pricing is available through our standard packages designed to provide all your accounting and tax needs. We can customize a package of services or provide services on as needed basis.

All standard accounting & tax service packages include, General Accounting, Payroll, Sales Tax Reporting, San Francisco, Gross Receipts & Payroll Tax Compliance, 1099 Form Preparation, Financial Reviews, Financial Statement Preparation and Annual Income Tax Return Preparation. Weekly bill payment and invoicing is available in some of the plans.

**Standard Accounting & Tax Package Overview**

**a. Fundamental Plan**

- Monthly General Accounting, 1 bank & 1 credit card account
- Bi-Weekly Payroll for 4 Employees
- Sales Tax Return Preparation
- San Francisco Gross Receipt & Payroll Tax Filing
- 1099 Forms
- Annual Financial Review, Profit & Loss & Balance Sheet
- Annual Income Tax Return

**b. Essential Plan**

- Includes the Fundamental Plan plus
- **Pay Bills Weekly**
- **2** bank & **2** credit card accounts
- Bi-Weekly Payroll for **8** Employees
- **Quarterly** Financial Review, Profit & Loss & Balance Sheet

**c. Integral Plan**

- Includes the Essential Plan plus
- **Weekly Invoicing**
- **Weekly** General Accounting, **4** bank & **4** credit card account
- Bi-Weekly Payroll for **16** Employees
- **Monthly** Financial Review, Profit & Loss & Balance Sheet
- **Annual Budget Preparation**

**We can design a custom plan for you if a standard plan doesn't meet your needs.**

**Michael K White CPA Associates**  
**4111 18th Street, Suite 8**  
**San Francisco, CA 94114**

	Fundamental		Essential		Integral	
	We Will	You Will	We Will	You Will	We Will	You Will
<b>General Accounting</b>						
- Record Expenses & Debt Payments	Monthly		Weekly		Weekly	
- Record Sales & Sales Tax	Monthly		Monthly		Weekly	
- Record Receipts	Monthly		Monthly		Weekly	
- Reconcile Deposits & Payments	1 Bank/1 CC		2 Bank/2 CC		4 Bank/4 CC	
- QuickBooks Online Plus Subscription	X		X		X	
- Prepare Invoices/Sales Register		X		X		
- Make Deposits		X		X		X
- Prepare Receipt Register by Category		X		X		X
- QuickBook Desktop (Optional)		X		X		X
<b>Payroll</b>						
- Bi-Weekly Payroll	4 Employees	X	8 Employees	X	16 Employees	X
- Prepare Pay Stubs	X		X		X	
- Online Employee Portal	X		X		X	
- Employee Direct Deposit	X		X		X	
- Direct Debit of Payroll Taxes	X		X		X	
- Electronic Filing Payroll Forms	X		X		X	
- Check Printing		X		X		X
<b>Taxes</b>						
- Annual income Tax Return (1 State)	X		X		X	
- Sales Tax Return (1 state)	X		X		X	
- SF Gross Receipts & Payroll	X		X		X	
- Non SF Sales Listing		X		X	X	
<b>Financial Reporting</b>						
- Income Statement	Annual		Quarterly		Monthly	
- Balance Sheet	Annual		Quarterly		Monthly	
- Financial Review	Annual		Quarterly		Monthly	
- Budget					Annual	
<b>1099 Forms</b>						
- Prepare and File 1099 Forms	X		X		X	
- Obtain W9 for Each Vendor		X		X	X	
<b>Bill Payment</b>						
- Pay Your Bills		X	Weekly		Weekly	
- Enter Invoices					Weekly	
- Apply Payments to Invoices					X	
- Track Aging Payables		X		X	Weekly	
- Prepare Cash Payment Log		X		X		X
<b>Invoicing</b>						
- Prepare Invoicing		X		X	Weekly	
- Track Aging Receivables		X		X	Weekly	
- Prepare Invoicing Worksheet						X
<b>Service Location &amp; File Transfer</b>						
- Services Performed at our Office	X		X		X	
- Secure Client Portal	X		X		X	
- Drop Off or File Upload		Monthly		Weekly		Weekly
- Pickup Prior Month Documents		X		X		X
<b>Storage</b>						
- Scan Documents					X	
- Documents Retention		7 Years		7 Years		7 Years
<b>Administration &amp; Setup</b>						
- Setup Bank/CC Online Access		X		X		X
- Fund Separate Disbursement Account				X		X
- Postage, Courier, etc Fees		X		X		X
- Bank Fees for Linking to QuickBooks		X		X		X