

HOMESTEAD BOOKKEEPING

Services Handbook



HOMESTEAD BOOKKEEPING
& OFFICE SUPPORT SERVICES

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Certified expert in



QuickBooks
Online

Paperwork Pickup and Delivery

There are always bookkeeping items that need to be passed between client and firm. Homestead will come to you if you are located, or can meet, within 15 miles of Belchertown with no charges for time or mileage.

Daily Bookkeeping

Recording everyday transactions like customer payments, bills received, checks written, entering credit and debit card purchases and payments, recording sales and invoices.

Weekly Bookkeeping

Matching up the week's bank feed to QB transactions that have already been entered; making sure all transactions are appropriately categorized.

Monthly Bank Account Reconciliation

Otherwise known as “balancing the checkbook,” this is the act of making sure that every transaction the bank thinks you made is accurately recorded within the accounting software so that as of the closing date of the statement, the balances in both places match. This is an essential task for all checking, savings, and credit card accounts.



Client/Bookkeeper Meetings

In order to provide your business with the best possible service, you and your bookkeeper need to function



as a team. In some situations, monthly meetings are sufficient, but early in the relationship, meetings will be more frequent. Homestead Bookkeeping is committed to effective

communication with every client; multiple lines of communication are always open in both directions. If your bookkeeper needs something clarified, or if you have a question or concern, it is expected that we will reach out to each other via text, email or phone call.

Bookkeeper/Accountant Meetings

If you already have an accountant, you know how much help he or she can be in supporting your business. Eventually, the work done by your bookkeeper will need to be passed along to your accountant, generally regarding tax filing. Homestead is happy to take this off your plate and meet and connect with your accountant. This way, you can be sure that all essential information is communicated directly and nothing is forgotten or lost.

Weekly Reporting

Weekly financial reports can help keep you on top of important questions: How did your business do this week? What was your most profitable sales item? What expenses are coming up next week?

Monthly Reporting



At the end of each month, after all statements have been reconciled, Homestead will provide you with two essential reports:

1. The Balance Sheet, which is a snapshot of what you have and what you owe as of the end of the month, and,
2. The Income Statement, which details the income and expenses for the month.

These reports can be as detailed as you like, from a bird's-eye summary to a transaction-level microscope. As well as being an invaluable tool for you as the business owner, often these reports will be required by lenders and your accountant.

Payroll Services

For many small businesses, nothing gets done without employees, and employees need to get paid! Homestead's full-service Payroll will collect your employees' time sheets and pay them



directly, without requiring tedious work on your part. We'll file and pay your federal and state liabilities (payroll taxes withheld) as well as quarterly income tax filings. At year-end, we'll provide W-2s and 1099s to your employees and outside contractors. Payment to employees can be by check that you write or print, direct deposit to a bank accounts, NetSpend® Visa® Pre-paid Card, or printed on check stock here at Homestead ready for you to sign and distribute.

Office Services

- Print, stuff and mail marketing/advertising materials or newsletters; fill out forms, make phone calls, send emails or letters; make copies, print, bill customers, pay bills, answer and send email



Homestead can do all the paperwork that you don't have time for. And if it needs to be filled out by hand, *I have very legible handwriting!*

On-Call Services

- Answer your phone, contact clients, schedule visits or appointments, vendor liaison



If you don't have the time, or if you need to be elsewhere, Homestead can be there to answer your phone! With our

on-call service, Homestead will set up a new phone number just for you. Then, simply use your carrier's call-forwarding service to send your incoming calls to Homestead and we will be your back office.

Online Services

- Web design and hosting, domain acquisition, email and file hosting, email list maintenance and marketing emails.



Every business needs a web presence these days. Can your customers find you online? What do they see when they get there? I can help you maintain an attractive, up-to-date website with your business name as the domain and associated emails for a professional and consolidated look.



HOMESTEAD BOOKKEEPING
PRICING SUMMARY

Intuit® QuickBooks® Online Plus

Questions Answered Anytime

Paperwork Pickup & Delivery

Daily Bookkeeping

Weekly Bookkeeping

Monthly Account Reconciliation

Meeting w/ You

Meeting w/ Your Accountant

Monthly Reporting

Weekly Reporting

Optional Payroll Services

Office Services

On-Call Services

Online Services

Pricing

Monthly Retainer Fee

+ Hourly Rate

+ Optional Payroll Services

Basic Bookkeeping

\$

Free

Free

Free

(within 15 mt of Balchertown)

You do this

Hourly

Hourly

Hourly

Hourly

Hourly

You do this

\$40/mo (1 employee)

Not available

Not available

Let's talk about what you need!

Standard Bookkeeping

\$\$

Free

Free

Free

(within 15 mt of Balchertown)

Included

Included

Included

Included

Included

Included

Included

\$5/employee paycheck

\$25/hour

Let's talk about what you need!

Let's talk about what you need!

Monthly Retainer Fee

+ Fee per Employee Paycheck

+ à la carte Services

Deluxe Bookkeeping

\$\$\$

Free

Free

Free

(within 15 mt of Balchertown)

Included

Included

Included

Included

Included

Included

Included

Included

Let's talk about what you need!

Let's talk about what you need!

Let's talk about what you need!

One Monthly Fee:

No Surprises no matter

how much you need done!

HOMESTEAD BOOKKEEPING
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