

**Initial Applications and Licenses (for New Businesses):**

- 1. Application for Federal ID Number \_\_\_\_\_
- 2. Open Company Bank Account \_\_\_\_\_
- 3. Sub S Election - Advice &/or Filing Application with IRS \_\_\_\_\_
- 4. Louisiana Corporate Initial Franchise Return \_\_\_\_\_
- 5. Initial Applications for State and Parish Sales Taxes \_\_\_\_\_
- 6. State of Louisiana Application for Withholding Taxes \_\_\_\_\_
- 7. Parish Occupational License \_\_\_\_\_
- 8. State of Louisiana Unemployment Status Report \_\_\_\_\_
- 9. Trademark and/or Trade Name Registration \_\_\_\_\_

**Insurance Requirements (we can recommend an insurance agent):**

- 1. Workman’s Comp \_\_\_\_\_
- 2. Health, Dental and/or Disability Insurance \_\_\_\_\_
- 3. Liability and Property Insurance \_\_\_\_\_
- 4. Officer’s Life Insurance (Key Man Life Insurance) \_\_\_\_\_

**Legal Requirements (we can recommend an attorney):**

Prepare legal documents (Legal contracts, Partnership agreements  
Employment agreements, Independent contractor agreements  
Buy-Sell agreements

**Accounts Receivable and Accounts Payable Management**

- 1. Accounts Payable Management Services \_\_\_\_\_
  - a. Enter bills received into accounting system \_\_\_\_\_
  - b. Pay bills when due and file paid bills in vendor file \_\_\_\_\_
- 2. Accounts Receivable Management \_\_\_\_\_
  - a. Create Sales Invoices for Services Rendered, Grants, Donations \_\_\_\_\_
  - b. Post payments from customers, donors, etc. \_\_\_\_\_
  - d. Print and mail customer statements \_\_\_\_\_
  - e. Make collection calls to customers, donors. \_\_\_\_\_
  - f. Provide accounts receivable reports to owners/management \_\_\_\_\_
- 3. Record credit card activity and reconcile credit card accounts \_\_\_\_\_

**Payroll Services: (Number of Employees \_\_\_\_\_)**

- 1. Prepare Payroll Checks / Direct Deposits \_\_\_\_\_
- 2. Prepare and make payroll tax deposits \_\_\_\_\_
- 3. Prepare Federal and State Quarterly Payroll Tax Reports \_\_\_\_\_
- 4. Prepare Federal and State Annual Payroll Tax Reports \_\_\_\_\_
- 5. Prepare W-2s \_\_\_\_\_
- 6. Prepare 1099s \_\_\_\_\_

**Initial Accounting & Setup Work:**

- 1. Accounting System and Records Setup \_\_\_\_\_
- 2. Computer System Installation and/or Network Installation/Setup \_\_\_\_\_
- 3. Accounting Software Selection, Installation and/or Training \_\_\_\_\_
- 4. Set up Customized Charts of Accounts \_\_\_\_\_
- 5. Accounting for prior months (months of \_\_\_\_\_) \_\_\_\_\_

**Accounting**

- 1. Advise client concerning their business, accounting, taxes and computers \_\_\_\_\_
- 2. Review/enter deposits, checks, credit card s and other transactions \_\_\_\_\_
- 3. Prepare/review bank reconciliations & advise client of adjustments \_\_\_\_\_
- 4. Record purchases and sales of capital assets, and record depreciation \_\_\_\_\_
- 5. Prepare/review sales tax returns \_\_\_\_\_
- 6. Prepare/record payroll transactions in the general ledger \_\_\_\_\_
- 7. Print and review detail general ledgers for accurate balances \_\_\_\_\_
- 8. Prepare & post adjusting journal entries to the general ledger \_\_\_\_\_
- 9. Print and review detail general ledger and file for audit trail purposes \_\_\_\_\_
- 10. Prepare Financial Statements - Balance Sheet & Income Statements \_\_\_\_\_
- 11. Prepare recommendation letter including financial, tax & business advice \_\_\_\_\_

**Quarterly Accounting & Financial Consulting Services:**

- 1. Compute & prepare vouchers for corporate and individual estimated taxes \_\_\_\_\_
- 2. Meet with client to discuss the financial condition of their business \_\_\_\_\_
- 3. Review client’s tax situation and prepare tax planning recommendations \_\_\_\_\_

**Year End Accounting, Financial Consulting & Tax Services:**

- 1. Review Year-to-Date Detailed General Ledger for Audit Trail Purposes \_\_\_\_\_
- 2. Prepare Occupational License Tax Renewal \_\_\_\_\_
- 3. Prepare/review employee’s W-2’s & W-3 transmittal to SSA \_\_\_\_\_
- 4. Prepare / review 1099’s for all Contract Labor & 1096 for IRS filing \_\_\_\_\_
- 5. Prepare State Annual Report of Stockholders \_\_\_\_\_
- 6. Close-out Year End Accounting on Computer \_\_\_\_\_
- 7. Prepare Federal and State Corporate Tax Returns \_\_\_\_\_
- 8. Backup & purge prior year accounting/tax files & set up new year's files \_\_\_\_\_

Other Business Needs: \_\_\_\_\_

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