



At Action Accounting LLC, we offer a comprehensive Bookkeeping Cleanup service designed to ensure your financial records are accurate and organized. Here's what you can expect from our service:

- **Service for Specified Tax Years:** Our Bookkeeping Cleanup service is provided for the tax years specified, focusing on bringing your financial records up to date.
- **Hourly Rate Structure:** This service is completed at an hourly rate, providing transparent and fair pricing for our clients.
- **QBO Optimization:** If QuickBooks Online (QBO) is currently set up and used, rest assured that our experienced bookkeepers will make necessary changes for accurate bookkeeping.
- **Chart of Accounts Creation:** For clients not using a previous bookkeeping platform or method, our bookkeepers will create your Chart of Accounts according to your business industry and needs. We'll complete your bookkeeping transactions to the best of our ability with the information you provide.
- **Documentation Required:** Clients are required to provide ALL statements and/or loan documents for the year pertaining to any business bank accounts, credit card accounts, and liabilities.
- **Accountant's Access:** We require you to set up Accountant's Access to all of your bank accounts, credit card accounts, and

additional



platforms

used, ensuring efficient and secure access for our team.

- **Expense Reconciliation:** We'll help identify any expenses possibly paid via personal funds that need to be accounted for. Please provide a list and/or documentation for accurate reconciliation.
- **Payroll Documentation:** Clients are requested to provide all payroll reports and payroll tax filings for comprehensive bookkeeping.
- **Additional Support:** Any additional questions or requests by the bookkeeper may incur additional charges as needed, ensuring thorough and tailored support throughout the cleanup process.

Trust Action Accounting LLC to provide dedicated support and expertise as we clean up and optimize your financial records. With our Bookkeeping Cleanup service, you can have confidence in the accuracy of your financial data.