



Bookkeeping Services

Accurate bookkeeping is essential to your company's long-term viability.

Experienced, affordable, and reliable, we serve a variety of industries and clients from self-employed home-based business owners to small and medium-size businesses with employees. When you outsource your bookkeeping services to Southern Payroll & Bookkeeping (SPB), you receive one-on-one personalized service combined with state-of-the-art technology, and industry leading payroll/HR software.



If you're just starting a business, we'll set up reporting and record keeping systems that make it easy for you to keep track of where your money is going. If you've been in business for a while, but need help cleaning up your books, we'll work with you to streamline your bookkeeping systems and set up a system of checks and balances.

The best reasons to use our bookkeeping services? **You'll have more time to focus on running your business and generating profits.**

An industry study* found that **small business owners spend an average of 120 working days per year on administrative tasks**, with **accounting and bookkeeping consuming 20% of that time**. That's nearly **5 hours per week taken away from revenue-generating activities**. Worse, **50% of business owners say financial administrative tasks negatively impacts their productivity, costing them both time and money**.

**Sage Press Release, September 2017*



Intuit, QuickBooks, and QuickBooks ProAdvisor are registered trademarks of Intuit Inc. used with permission under the QuickBooks ProAdvisor Agreement.

Your Business Is More Than a Number

Services Provided

- ✓ Initial Bookkeeping Cleanup/Training
- ✓ Optimization of Chart of Accounts and General Ledger Setup
- ✓ Monthly Bank Reconciliations
- ✓ Sales and Use/Alcohol/Tobacco/Cannabis/CBD Tax Processing
- ✓ Monthly Profit & Loss Statements and Balance Sheets
- ✓ Monthly Variance Report to Identify Anomalies
- ✓ Custom Financial Reports

Pricing



Price starts at **\$115/hour** for Cleanup and the first 3 months, then decreasing to **\$90/hour*** starting in Month 4.



Due to the added complexity and heightened compliance regulations within the **Real Estate, Non-profit, Legal, and Cannabis/Hemp/CBD** industries, we exclusively assign senior bookkeepers to clients in these industries. Rates start at **\$150/hour** for Cleanup and the first 3 months of service, then decreasing to **\$115/hour*** starting in Month 4.



Training blocks of 4-hours available for **\$600** total.

**Additional discount of \$5 per hour beginning Month 4 if the client is also an SPB Payroll client.*

Why Bookkeeping Matters

One of the greatest values our bookkeeping Team can provide to a business owner is the ability to properly categorize all transactions. Why is this important? At the end of the year, all possible tax write-offs have been captured, **keeping your bill to the IRS as low as possible.**

We help provide visibility into your business' financials; explain in detail what areas can be improved upon; and help you stay accountable with finances. This ultimately benefits your decisions about future business ventures, prevents expensive mistakes, and simplifies the tax filing process.

Get your bookkeeping started with SPB

Your Business Is More Than a Number



info@southernpb.com



southernpb.com



423-207-2497