



DASH BOOKKEEPING

Scope of Work

Set Up Services:

- Prepare your accounting file from scratch
- Create and map the chart of accounts to the balance sheet and profit and loss statement
- Create client trust ledger from scratch (new firms only)
- Integrate banking systems with the accounting system
- Integrate law firm software with accounting system
- Set up accounts receivable process including billing, invoicing, and aging.
- Set up of accounts payable via create card and check

Clean Up Services:

- Fix customer payments and credits that have not been applied correctly.
- Review your accounts receivable aging summary report for any additional corrections, updates, or changes that need to be made to your accounting file.

- Fix vendor payments and credits that have not been correctly applied.
- Look over your unpaid bills report for any additional corrections, updates, or changes that need to be made to your accounting files.
- Reconcile your bank accounts and credit card accounts.
- Locate discrepancies in your bank reconciliations.
- Locate discrepancies in your trust ledger.
- Reclassify transactions that have been incorrectly recorded into your accounting files.
- Look for changes to your company's chart of accounts.
- Review the setup of your accounting file and make any necessary corrections.
- Inform you of changes to your customer and vendor lists.

Bookkeeping Services:

- Reconcile your bank account and check register, and trust ledger
- Record all income and expenses, make any adjusting journal entries, and keep an up-to-date and balanced general ledger.
- Financial reports upon request (for internal use only)

Trust Accounting Compliance Services: (NEW)

- Review current trust transactions
- Set up Trust Accounting in Accounting Software
- Recording receipts of client payments
- Recording disbursements from trust account

Add-On Services:

Additional Services:

- Client Invoicing & Billing
- Upon request

Payroll Services:

- Set up your payroll system and the payroll dates and process for running payroll on an ongoing basis.
- Review your payroll records and calculate your required payroll tax deposit, if necessary.
- Quarterly, I will prepare any necessary state and federal payroll tax returns.
- Annually, I will prepare all forms W-2 and/or 1099.

