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Accounting	Y	N	N/A
Bank reconciliation			
Code client checks			
Enter client source documents into our computer system			
Summarize sales activity			
Prepare adjusting journal entries			
Review financial statements internally generated			
Compile financial statements			
Prepare and maintain depreciation schedules			
CFO services			
Prepare business check writing and account reconciliation			
Cash flow planning			

Payroll—Done Your Way	Y	N	N/A
Payroll Preparation			
Prepare withholding deposits			
Prepare quarterly payroll tax returns			
Prepare year-end payroll tax returns			
Prepare W-2 forms			
Prepare payroll journal entries			
Review client prepared payroll returns			
Review client prepared W-2's			
Set up ID #'s with all taxing authorities			
Direct deposit services			

Taxes - Preparation & Review	Y	N	N/A
Prepare federal income tax returns			
Prepare state &/or franchise tax returns			
Prepare additional states returns			
Prepare city income tax returns			
Prepare personal property tax returns			
Prepare federal & state estate returns			
Prepare federal & state trust returns			
Prepare Ohio unclaimed funds report			
Prepare federal gift tax return			
Prepare sales tax reports			
Prepare estimated tax returns			
Prepare 1099's and 1096			
Prepare owner's individual returns			
Prepare employer benefit plan returns			
Prepare Not-for-profit returns and charitable registrations			
Review client prepared tax returns			
Review client prepared 1099's & 1096			

Planning & Consulting	Y	N	N/A
Charitable gifting strategies			
Outsourced internal auditing			
Divorce & separation planning			
Inheritance planning & guidance			
College planning			
Retirement planning			
Medical practice control audit			
Long-range planning			
Succession planning			
Compensation planning			
Financial projections			

Planning & Consulting	Y	N	N/A
Audit of financial statements			
Review of financial statements			
Pick up and return all records			
Business tax planning meetings and phone conferencing			
Personal tax & financial planning			
QuickBooks training/installation			
Buy/sell agreement			
Estate planning/wills/trusts			
New business start up			
Incorporation			
Dissolution			
Business valuation			
Budgets and forecasts			
Personal financial statements			
Cafeteria plan assistance			
Pension plan assistance/reporting			
Personal business assistance including bill paying			
Business internal controls review			
Key performance indicator monitoring			
Operational analysis			

