

Simple, Effective & Affordable Solutions!

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ONE STOP

CONSULTING SHOP, LLC

Accounting • QuickBooks • Tax Services

Our Services and Fee Structure

We believe that experienced and licensed professionals at a price you can afford gives you the confidence and peace of mind you deserve, regardless of size or revenue. Our mission is to provide equal access to education and information with respect, transparency and sincerity. Whether you are just starting your business or need a fresh set of eyes on the books, let One Stop be your last stop in the search for an Accounting & Tax Partner!

Bookkeeping: Why is it important?

Bookkeeping is the process of accounting for deposits, expenses, and all things financially related to your business. It's important to have an understanding of how tax laws affect your company as this affects your bottom line! Our fees are based on the complexity of your account to ensure equitable budgeting for everyone! Some files may need more attention and detail, regardless of their revenue and because of this, we base our fees on the complexity of your account, however, we NEVER have a running clock! All fees are flat-rate and agreed upon for your ease of budgeting! If we find that your bookkeeping needs change, we will discuss any changes with you.

Bookkeeping Solutions	Monthly Fees are Flat-Rate but based on File Complexity <i>All set-up fees are included in your first billed month and each subsequent month's work is billed after the fact.</i>	
The Start-Up CFO	1 Hour or Less - \$50	Over 1 hour to 2 hours - \$100
The Strategic CFO	Over 2 hours to 3 hours - \$150	Over 3 hours to 4 hours - \$200
The Successful CFO	Over 4 hours - \$250 and up	
NEW On-Site Bookkeeping	\$75 per hour / 2 hour minimum (travel fees may apply based on distance)	

QuickBooks Catch-Up Projects for Incomplete Files

\$45 per hour: Simple file 1-3 hours; Moderate file with multiple accounts 5 – 10 hours; Complex file 10 – 25 hours

An estimate will be provided prior to the start of a project; however, discoveries could cause an increase in time and clients will be notified as soon as possible of any projected fee changes. For full-year catch up projects, turn-around time is minimum 75 days from on-boarding through collaboration to completion.

Payroll: When is it required?

It is important to understand how your business is taxed (S-Corp, C-Corp, Partnership or Sole Proprietor) as the rules for payroll vary by company. Owners and Officers have different IRS requirements related to payroll and it is also important to follow all IRS and State guidelines as it affects your employees and contractors including workers compensation requirements. If you have a larger company and prefer to use a national firm, we have partnerships with most of the larger payroll companies and will connect you with our personal payroll representative!

Payroll Set Up (Mid-Quarter)	\$35 one-time fee / Each additional state is \$20/mo		
\$2 per empl/contractor/month + Flat Rate Fee Stand-Alone Payroll Service	Once/month \$50 per month	Bi-Weekly \$100 per month	Weekly \$150 per month
When Combined with Bookkeeping:	\$35 per month	\$75 per month	\$125 per month
Form 1099 (for contractors paid over \$600)	\$20 each (new set up) / \$12 each (prior year in system)		

QuickBooks: Should I use it “in-house” and what help do I require?

Whether you do it yourself or hire an officer manager to help you, proper training in the beginning is crucial to on-going success. You need your QuickBooks file accurate for business planning and tax preparation. It is helpful to have a 3rd party review the file periodically for errors, accuracy, and a “check and balance” system.

WHOLESALE PRODUCTS

As Certified QuickBooks ProAdvisors, Intuit offers us great savings that we can pass on to our clients. Rates subject to change.
****Wholesale rate is applied to new QBO accounts only. Existing QBO accounts can no longer be transferred effect. 11/1/18.**

	You Pay Intuit Directly (Retail)	You Pay Us (Wholesale)
QBO: Essentials / Plus / Advanced	\$40 / \$70 / 150 per month	\$30 / \$45 / \$125 per month
Intuit Payroll: Core / Premium	\$45 / \$75 per month \$4/pp per month / \$8/pp per month	\$30 / \$50 per month \$5/pp / \$9 / pp

GETTING HELP WITH QUICKBOOKS

Performed by Certified QuickBooks ProAdvisors for On-Line and Desktop Programs using Secure Remote Access

Do-It-Yourself Bookkeeping Review (Check-Up)	Starting at \$85 per quarter or \$25 per month
QuickBooks Clean-Up (45 day lead-time for full-year compilations)	Quotation provided after document and file review.
Desktop to QBO Conversion	\$50 for the initial hour and \$35 per hour until completion
QuickBooks Training OR On-Site QuickBooks Bookkeeping	\$75 per hour with a two-hour minimum

Tax and Business Services: When do I need help?

This is a bit of a tricky question. When your tax return includes one W2, it is simple to file yourself with software. Similarly, setting up a single member LLC is straightforward. However, when you start a Partnership or Corporation, or your taxes include complex detail and circumstances, a tax professional or attorney is necessary! Much like a General Doctor wouldn't perform surgery, you need a specialist so that you start your business correctly!

TAX PREPARATION AND PLANNING

Tax Returns are prepared by Licensed Tax Professionals (CPA / EA) using Industry Preferred Software.

Fees are flat rate, based on complexity and quoted after documentation review. A non-refundable deposit will be required to begin all tax returns. Returns prepared after September 1st will have a \$50-100 late fee applied.

Tier 1 – Simple	Tier 2 – Complex
Dependent Returns and 1040EZ (\$65)	Itemized Tax Returns (\$250+)
Itemized Tax Returns (\$115)	LLC (Single Member) and Sole Proprietorships (\$375)
Schedule C – Sole Proprietors (\$275)	Partnerships, S- and C-Corps (\$650) + \$50 per add. partner
Other Schedules as Required (\$150)	Non-Profits: 990N - \$200 / 990EZ - \$600 / 990 - \$1200
Tax Return Extensions: \$50 (to be applied to your return at the time it is prepared in the current tax year or non-refundable)	
Rush Tax Preparation: A 20% Fee is added to any return with less than a 10-day notice or turn-around time.	
Tangible Personal Property (TPP) Returns – \$150 (includes 1 page of assets) plus \$100 for each additional page	

INDIVIDUAL PROJECTS, ASSISTANCE AND TAX PLANNING

In most cases, we try to ensure all work is based on a “flat-rate” pricing tier for your ease of budgeting. In some cases, we cannot anticipate the length of time of the research/phone call with a taxing authority or specific project requirements. Fees may vary.

If you need help with other business services such as audit assistance, offers in compromise, incorporating or creating an LLC, partnership and operating agreements, marketing, branding, insurance or legal services, we partner with a team of professionals that we trust will help our clients with these needs. Let us know and we'll connect you!