



Bookkeeping

GLM Is Your Outsourced Bookkeeper

How You Benefit

- No need to hire and train a bookkeeping employee, thereby saving on payroll taxes and insurance premiums.
- You receive the benefit of a bookkeeper, an accountant and a financial advisor all in one.
- We provide up to date financial records to give you more control of your business.
- You can receive constant access to information about your business health.
- Letting us take care of your accounting functions, leaves you more time to concentrate on growing your business.
- GLM will customize a plan for you based on your needs and current situation:
 - All administrative activities are performed at our office
 - -or-
 - Majority of activities are performed at your location
 - -or-
 - Combination of on-site and our office

GLM Provides

- Ensure Bills Are Entered & Paid Timely
- Book Customer Payments and Deposits
- Track and Reconcile Credit Card Statements
- Reconcile Monthly Bank Statements
- Prepare Payroll, Taxes and Filing
- Prepare and File Your Sales Tax Returns
- Generate Reports (AR, AP & Cash, etc.)
- Verify Income and Expenses

QuickBooks

- Hardware & Software Specifications
- Certified Professional QuickBooks ProAdvisor
- QuickBooks Training
- Checkbook Solutions Software
- Installations & Training
- Customized to your Business

Payroll Services

- Weekly, Biweekly or Monthly Computerized
- Payroll Checks and Direct Deposit
- Year End W2 and 1099 Processing
- Prepare & File All Related Payroll Taxes
- Electronic Federal Tax Payments (EFTPS)