



Full Services List

Accounting Services

- ◇ Your Outsourced Accounting Department
- ◇ Monthly or Quarterly Financial Statements
- ◇ Preparation and Review
- ◇ Bank Reconciliation
- ◇ Accounts Payables - Receivables
- ◇ Vender Check Issuing
- ◇ Personal Consultation
- ◇ Budget Planning
- ◇ Lease vs Purchase Analysis
- ◇ Job Cost Analysis
- ◇ Debt Analysis
- ◇ Special Financial Research

Tax Services

- ◇ Planning and Projecting
- ◇ Business & Personal Income Taxes
- ◇ Corporations, Partnerships & LLC's
- ◇ Prior Year Review and Amends
- ◇ Quarterly Tax Estimates
- ◇ Payroll Tax Preparation
- ◇ Sales Tax Preparation
- ◇ IRS and State Audit Representation
- ◇ Problem Resolution

Business Consultation

- ◇ Monthly Business & Financial Review
- ◇ Budget Preparation
- ◇ Succession Planning
- ◇ Management Planning

Business Management Analysis

- ◇ Analysis of Business Operation
- ◇ Analysis of Personal and Business Goals
- ◇ Analysis of Marketing, Competition, Trends

Business Sales & Acquisition

- ◇ Market Value Determination
- ◇ Document Preparation
- ◇ Bulk Sales Affidavit
- ◇ Screening & Qualifying Buyers
- ◇ Evaluating Tax Consequences
- ◇ Negotiations

Bookkeeping Service

- ◇ 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)

Business Plan Development

- ◇ Overview, narrative & economic summaries
- ◇ Proforma & prospectus preparations
- ◇ Financial presentations for banks & investors
- ◇ Annual Budget Planning
- ◇ Regular Accountability
 - Assist in the plan under control through timely, accurate financial and management information reporting
 - Insure the plan's continued success through personal training and systems maintenance services

New Business

- ◇ Business License & Tax Number Applications
- ◇ Internal Record-keeping System
- ◇ Business Plan Preparation
- ◇ New Venture Analysis

Tom Gosche
Business Strategist
630-675-8971

200 W. Higgins Road, Suite 326
Schaumburg, IL 60195-3787
tomg@qlmfinancial.com