

# Total Accounting Care

## What Would You Do If You Had The Time?

Providing Businesses and Government Contractors with Powerful Benefits That Add Up to Improved Productivity, Efficiency and Profit.

---

Thank you for your interest in Total Accounting Care! Total Accounting Care offers a wide variety of different services that can be adapted to your specific company needs.

Below is a list of our reoccurring services. We perform these services throughout the year on either day to day, month to month or quarterly basis. These we allow you to keep your focus on the things you do best and lets us handle the rest.

***Please place a check mark in the box next to the services you would like to include in your agreement:***

### List of Reoccurring Services:

#### Core 6:

- Outsourced accounting services to include: All Accounts receivable and Accounts Payable processing; Monthly closing; Job costing (where applicable); Bank and credit card reconciliations.**
  - o This service is our day to day bookkeeping portion. We will keep your books up to date and accurate, comply with DCAA regulations where applicable, and create a financial picture that you can understand.*
- Individual Income Tax Returns for Owners. (Separate engagement letter required).**
- Corporate Income Tax Returns. (Separate engagement letter required).**
- Production of internal monthly financial statements for management use only.**
  - o You will be provided internal financial statements with key points, topics and observations attached to help you stay on top of your companies financial success.*
- Monthly (or quarterly) tele-conferences to go over financials, cash flow, taxes, etc.**
  - o Please circle whether you would like monthly or quarterly conferences.*
- Corporate/Individual Tax Projections and Tax Planning.**
  - o We will generate multiple tax projections for you. We will develop a plan to reduce the amount you owe to Uncle Sam come year end.*

#### Additional Add-ons:

- CFO Services**
  - o Included in the outsourced CFO package is:*
    - Unlimited consulting*
    - On-site conferences*
    - Budgeting*
    - Cost advisory*
    - Benchmarking*
    - Liaison between service providers*

4460 Brookfield Corporate Drive, Suite F · Chantilly, Virginia 20151  
703-802-2309 · Fax 703-802-2306  
[www.skaccountingsoftware.com](http://www.skaccountingsoftware.com)

# Total Accounting Care

## What Would You Do If You Had The Time?

Providing Businesses and Government Contractors with Powerful Benefits That Add Up to Improved Productivity, Efficiency and Profit.

---

- **Bill pay using Bill.com.**
  - *This service allows us to pay your bills for you! All you have to do is send us the bill and we will pay it through our Bill.com service.*
- **Payroll processing support.**
  - *We will handle all operational support that you need in relation to payroll. Whether it is submitted payroll, review payroll or communication with the payroll specialist, we are here to help.*
- **Employee Expense Tracking.**
  - *Through our expensify team we will establish a system of employee expenses reporting, tracking, and reimbursements.*

Sincerely,  
Max Spracklin  
Director of Outsourced Accounting  
Total Accounting Care LLC