



The Swanson Group LLC

— CERTIFIED PUBLIC ACCOUNTANTS —

Your Partner For Success

Work smarter, not harder.

Let us manage the accounting and finance work
so that you can get back to business.



(207) 370-3490

www.YourMaineCPA.com

	Essentials	Customary	Comprehensive
Banking Services			
Reconcile Bank Accounts	✓	✓	✓
Reconcile Petty Cash Account	✓	✓	✓
Reconcile Company Credit Cards	✓	✓	✓
Inform client of any bank errors	✓	✓	✓
Write-off outstanding checks older than one year	✓	✓	✓
Inform client of checks not cashed (Qtr)		✓	✓
Payroll Package			
Process Payroll		✓	✓
File Payroll Taxes		✓	✓
Reconcile Payroll Tax Filings (Qtr.)		✓	✓
Provide Employees with electronic access to paystub and previous year W-2s		✓	✓
Provide Employer with electronic access to payroll journals, records, & tax filing copies		✓	✓
Garnishment Remittance		✓	✓
Pension Remittance		✓	✓
Pay-By-Pay Workers Compensation Premium Program		✓	✓
Year-end entries for SERP, employer sponsored HSA plans, Fringe Benefits		✓	✓
Accounts Payable			
Import receipts from Receipt Bank to QB			✓
Reconcile electronic transactions into QuickBooks			✓
Track credit card expenses and receipts			✓
Pay invoices and vendors via Bill.Com			✓
Provide Client access to Bill.com			✓
Process Employee Expense Reports (Mo.)			✓
Collect W-9s from new vendors			✓
Prepare 1099s for Contractors (Year End)			✓
Sales Tax filing			✓
Accounts Receivable			
Tracking of money owed to your business			✓
Reconciling Deposits			✓
Business Coaching			
Monthly Financial Statements	✓	✓	✓
Quarterly Video Conferencing to review Key Performance Indicators (KPIs)	✓	✓	✓
General Business Consulting	✓	✓	✓
Tax Planning		✓	✓
Monthly Journal Entries	✓	✓	✓
Budget Reports		✓	✓
Annual Tax Preparation			
	✓	✓	✓
Supplemental (add ons)			
After-the-fact A/R & A/P entries			
Current Invoicing			
Compute Mo. CAM Charges			
1099 Planning & Processing			
Annual Corporation Filing			
Personal Business Property Tax Filing			
QBO Cleanup			
Audit Review			
Cash Flow & Budgeting			
Litigation Support			