

<i>Description of Service</i>	<i>Frequency of Service</i>	<i>Engagement Deliverable</i>	<i>Client Responsibilities for Service Provided</i>
Assist management in determining appropriate account coding for recurring transactions.	One-time upon onset of engagement services	<ul style="list-style-type: none"> • Chart of Accounts 	<ul style="list-style-type: none"> • Review and approve Chart of Accounts
Recording of transactions in general ledger and preparation of trial balance based upon management-approved Chart of Accounts.	Monthly	<ul style="list-style-type: none"> • Trial balance and general ledger 	<ul style="list-style-type: none"> • Review and approve monthly general ledger activity • Review and approve month-end trial balance
Reconcile bank accounts and any credit card accounts, excluding the examination of cancelled checks, substitute checks or electronic images of such checks.	Monthly	<ul style="list-style-type: none"> • Bank account reconciliation and reconciling items for client follow-up 	<ul style="list-style-type: none"> • Review and approve monthly bank reconciliations • Investigate reconciling items, if applicable
Process vendor invoices for payment based upon management-approved vendor listing and authorization limits.	Monthly	<ul style="list-style-type: none"> • Paid vendor invoices • Summary of monthly payments 	<ul style="list-style-type: none"> • Review and approve monthly payment activity • Review and approve individual vendor invoices not on vendor list or exceeding authorized limits
Conversion from QuickBooks Desktop to QuickBooks Online and setup of bill payment solution.			