ACCOUNTING SERVICES

* FINANCIAL STATEMENTS WITH ANALYSIS
* ELIMINATION OF UNWARRANTED PENALTIES
* OFFICE SYSTEM & REPORTING CONTROLS
* BUSINESS BUY/SELL ANALYSIS
* EQUIPMENT & REAL ESTATE PURCHASE & SALE PLANNING
* PROJECTIONS, BUDGETS & COMPARATIVE REPORTS

BOOKKEEPING SERVICES

* MONTHLY OR QUARTERLY REVIEW OF GENERAL LEDGER & TRANSACTIONS
* ENTERING JOURNAL ENTRIES AS NECESSARY
* RECONCILING BANK AND CREDIT CARD ACCOUNTS
* PRODUCING MONTHLY MANAGEMENT & FINANCIAL STATEMENTS
* GENERATING MONTHLY CASH FLOW ANALYSIS
* MONTHLY OR QUARTERLY PHONE CALL TO CHECK IN AND REVIEW REPORTS

QUICKBOOKS SERVICES

* INSTALLATION OF QB DESKTOP OR ONLINE
* CUSTOMIZED CONFIGURATION OF QB CHART OF ACCOUNTS, SETTINGS & PREFERENCES
* INTEGRATION WITH QB AND OTHER APPLICATIONS
* ON-SITE OR REMOTE ONE-ON-ONE OR GROUP TRAINING ON QB DESKTOP OR ONLINE
* ONE-TIME QB CLEAN-UP
* ONGOING QB WORK AND/OR REVIEW

TAX SERVICES

* INCOME TAXES FOR CORPORATIONS, INDIVIDUALS AND PARTNERSHIPS
* FEDERAL, STATE AD LOCAL INCOME TAXES
* MONTHLY, QUARTERLY AND ANNUAL PAYROLL TAXES
* MONTHLY OR QUARTERLY SALES AND USE TAXES
* LOCAL TAXES (E.G. ACCOMMODATIONS, HOSPITALITY, WASTE, ETC.)
* TAX COMPARISONS TO MAXIMIZE LEGAL DEDUCTIONS
* YEAR-END PLANNING TO MAXIMIZE TAX SAVINGS
* YEAR-ROUND MONITORING OF TAX LAW CHANGES

PAYROLL SERVICES

* WEEKLY, BI-WEEKLY, SEMI-MONTHLY, OR MONTHLY PAYROLL PROCESSING
* GARNISHMENTS, BENEFITS (INSURANCE, 401K, IRA) DEDUCTIONSPAYROLL REPORTS AND RECONCILIATIONS
* PAYROLL TAX PAYMENTS MADE SEMI-WEEKLY, MONTHLY OR QUARTERLY
* PAYROLL RETURNS PROCESSED QUARTERLY AND ANNUALLY
* LIAISON WITH OUTSIDE PAYROLL PROVIDERS AND FEDERAL & STATE AGENCIES

John Rickard is a graduate of the University of Maryland with B.S. in Accounting and a graduate of the Citadel with a M.B.A. He has over 30 years’ experience in accounting a Tax a Taxation. His background includes being a Senor Tax Accountant wit a fortune 100 company as well as over twenty years of Chief Financial officer and Senior Financial management experience. For the last 15 years Mr. Rickard has worked in Public Accounting working with Small Business and Small Business owners. His areas of expertise are Tax Planning, Tax Strategy, Cash Flow Management, and Budgeting.