

	CLIENT	BELL SOLUTIONS
WEEKLY	Supply Supporting Documentation: Receipts, W9s, Benefit Statements, etc.	Review all Supporting Documentation and apply the latest tax code to enter cash-based transactions in your QuickBooks Online system.
MONTHLY	Supply Statements: Bank Accounts, Credit Cards, Loans, Income & Payment platforms.	Complete Financial Reconciliation Conduct Out of Compliance Reviews
QUARTERLY		Complete QuickBooks, Financials & Compliance Audits
ANNUALLY	Sign up for Annual Tax Support Services, optional Supply Annual Documentation, if applicable	Complete Year-End Packet Process tax support services, if applicable
AS NEEDED	Financial reporting is always available in your QuickBooks for use. CFO Support available M-Th 7a-4p	