

Finally, A Complete Bookkeeping Service for Small Business.

*Business Solutions
For Small Business*

**BOOKKEEPING
MANAGEMENT
ADMINISTRATION**

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Most small to medium sized firms employ the services of a part time bookkeeper to maintain their internal books. Unfortunately, based on the experience, over 90% of the books for small to medium sized firms are not accurate thus resulting in inaccurate data. The lack of accurate data usually results in unnecessary accounting expenses – for the time required by the accountant to “clean up” the books at the end of the year for tax and accounting purposes.

It is important to note that, for tax purposes, an accountant gets the information from the firm; consequently, if the data is properly recorded, all the data is immediately and accurately available to the accountant. This results in reduced time and expense for accounting.

The books are set up by one of our experienced bookkeepers and are set up to provide proper and accurate data that every firm needs (must have) to properly manage and control the company. It is for these reasons that Bookkeeping Management Administration was created.



BOOKKEEPING MANAGEMENT ADMINISTRATION

Here are some of the problems experienced by most small business firms.

TURNOVER

One of the first problems turnover. One bookkeeper leaves and another is hired. This results in huge problems. Experience has shown that when a new bookkeeper is hired, he or she begins to make adjustments to the firm's books. It is important to note that once a firm's books are set up **NO CHANGES** should be made to the structure without the approval of a qualified manager. BMA eliminates this problem. First, since BMA is in the business of providing bookkeeping services there is no turnover and, secondly, BMA reviews the firm's tax returns and then set's up the firm's books to properly record all data. BMA is actually available full time to assist with any bookkeeping needs or requirements.

PAYROLL DATA

Another major problem discovered is the inaccurate recording of payroll data and information. BMA also eliminates this problem by providing complete payroll services that are integrated with the firm's books. This eliminates errors in data entry and eliminates redundant data entry while providing on time payment of payroll taxes and the preparation of all required payroll tax forms. This service also eliminates liabilities to the firm for errors made in processing payroll taxes etc. and also reduces accounting costs since all payroll tax forms are automatically prepared by the payroll service.

ACCOUNTS RECEIVABLES

Another major problem discovered is the lack of timely invoicing and accounts receivable follow up. BMA also eliminates this problem. BMA prepares invoices and monthly statements to the firm's clients and follows up on collections. This improves the firm's control of receivables and assists in increasing cash flow.

ACCOUNTS PAYABLES

BMA also provides accurate posting, terms and scheduling of payment for all accounts payable. BMA records and posts all of the firm's bills, schedules the bills for payment, and prepares the checks to be printed by the firm. The firm prints the checks and the owner just signs the checks and mails them.

CONFIDENTIALITY

One of the problems with a part time bookkeeper is the lack of confidentiality. The firm's in-house bookkeeper has access to the entire firm's and the owner's financial information and data. This problem and concern is also eliminated with BMA.

COST

Finally, a typical part time bookkeeper is quite expensive and is only available a few days a week. BMA provides all the bookkeeping services for \$800. per month with a one time set up fee of \$3,000 and is available five days a week.. Payroll service for \$70. Per month, with no other fees. BMA has saved firms an average of \$15,000 to \$20,000 in their bookkeeping costs.

SIMPLICITY

The firm is required to perform only a few functions – enter employee times, send invoices and enter purchase orders. BMA performs all other functions.