



Send me the books that aren't ready. Your firm gets them back tax-ready.

I clean up and keep the books. Your firm keeps the return, the tax advice, and the client. Multi-year cleanups are the projects I want most, and I've kept books for more than thirty years, over twenty of them as the accounting manager for one company.

Three ways to work together

Refer a client

Give them my number, or send me theirs and I'll call. They sign my engagement letter and pay me directly. The tax-ready file can come straight to you.

Send cleanups early

The clients who'll walk in with a shoebox in March can come to me in the fall. The earlier I see a file, the more room we both have.

Send me the work directly

If your firm would rather keep the client and hand me the bookkeeping, we'll put the arrangement in writing, with a confidentiality agreement.

What your firm gets back

- ✓ Every bank and credit card account reconciled to its statements, with the reports
- ✓ Profit and Loss, Balance Sheet, and Statement of Cash Flows, by job or property when needed
- ✓ Owner draws, contributions, and transfers sorted out, not buried in income and expenses
- ✓ Loan balances tied to the lender's statements
- ✓ Every payroll run from the client's provider recorded and reconciled
- ✓ 1099 prep and e-filing when the client wants it, billed to them per form
- ✓ General ledger and trial balance in the client's own QuickBooks Online file
- ✓ A record of every change I made, so you can see what changed and why

Who does what

MY SIDE

- ✓ Cleanup and catch-up
- ✓ Monthly bookkeeping
- ✓ Recording payroll runs
- ✓ 1099 prep and e-filing

YOUR FIRM'S SIDE

- ✓ The tax return
- ✓ Tax advice and planning
- ✓ Year-end tax adjustments
- ✓ The tax relationship

Referral fees	None, in either direction. Nothing for your firm to disclose.
Engagements	Written engagement letter, price in writing before I start
Access	Accountant user in QuickBooks Online, read-only bank access
Platforms	Mostly QuickBooks Online, other platforms too
Where	Ash Grove, near Springfield, MO. Clients across the U.S.
Member	BNI and Business By Referral

Send me a client

Call or text, or email me their name and number. I'll call them myself.
For your client: dianesbookkeeping.com/books-ready-for-your-cpa

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