



ACCOUNTANTS & CONSULTANTS

1131 Campus Drive West • Morganville, New Jersey 07751

Do What You Do Best, Let Us Handle the Rest!

**ONE STOP RESOURCE FOR
STARTING A NEW BUSINESS**

Vision Financial Group CPAs, LLP - a full service tax and accounting firm - is pleased to offer a one stop set-up for your new business. We can make it all happen for you with just one phone call.

- *Incorporation of your new business with the State (NY, NJ and PA)*
- *Federal S Election (as needed)*
- *NJ/NY/PA S Election (as needed)*
- *NJ/NY/PA Registration*
- *Obtain a Tax ID Number with the IRS*
- *QuickBooks® Pro Software 2008*
- *QuickBooks® Deposit Tickets (500)*
- *QuickBooks® Checks (500)*
- *Matching Envelopes for the Checks (500)*

The above services will be packaged together for one fee of \$1,199

Additional Services our firm can provide:

Full Service tax and accounting

QuickBooks set up and training at your office or ours.

Referral of the following professional services:

Legal representation – partnership agreements, setup of stock shares etc.
Insurance – liability, health, life, disability
Banking – personal banking relationship and referral of a reliable banker

Fax (732) 536-5592

Web: www.vfgcpas.com



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Place
Stamp
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OUTSOURCED CONTROLLER SERVICES

Outsourcing your internal bookkeeping and administrative needs can save your business time and money. No training and set up time is ever needed. You are not hiring a person; you are engaging a firm with the levels of the expertise you will need. VFG will run the financial side of your business so you can develop the sales/service sector. We not only take a burden from you, we give you time... time to do what you do best to accelerate your sales.



We can offer you the following services at your office or handle from ours:

Accounts Payable:

1. Track open bills to be paid.
2. Prepare checks and stamp with your signature.
3. Resolve open payables with vendors.
4. Write/review employee expense reports.

Accounts Receivable:

1. Prepare custom invoice designs.
2. Prepare invoice to customers.
3. Receive deposits to offset the invoices.
4. Track open accounts receivable.

Banking:

1. Prepare bank reconciliations on a bi-weekly or monthly basis
2. Keep physical record of checks, paid bills, and bank statements within a locked cabinet.
3. Equipped to secure checks avoiding fraud and internal theft.
4. Notify client with bank balances on a weekly/monthly basis.
5. Review outstanding checks monthly.
6. Set up accounts for on-line access.

Payroll:

1. Call in weekly payroll or download after the fact.
2. Enter summary into Quickbooks monthly.
3. Electronic review of payroll with ADP or Paychex and entry into system.
4. File quarterly and annual payroll returns.

Customer Proposals:

1. Prepare and print on letterhead any customer proposals sent to us by you, and forward it to you via fax or PDF (good for contractors).
2. Accept customer proposals and forward for your review.

Sales Tax:

1. Obtain information needed from your data to prepare.
2. File quarterly & monthly sales tax returns.
3. Process payment via internet.

Credit Cards:

1. Setup electronic download to your file in order to properly categorize transactions within your books and records.
2. Pay and summarize monthly.

Reporting:

1. Provide you with monthly customized reports.
2. We offer special industry monthly highlight sheets and reports upon request.

QuickBooks®/Peachtree®:

1. We can keep your company data on your choice of software. We are highly trained on many software platforms.
2. The files can be kept on our secure servers or at your office.
3. We provide setup, training and full support.

