



# HTH & Associates

*Accuracy, Integrity, & Personal Service*  
[www.hthandassociates.com](http://www.hthandassociates.com)

## New Client Check List

You will need to gather the following in order to use January 1 of the current year as your fiscal start date.

- All bank account statements (checking, savings, credit cards, etc.) dated just before start date to get a starting balance for the New Year.
- All transactions for these accounts that were not recorded (or cleared) as of your start date.
- All unpaid balances for customers and vendors as of your start date.
- All assets, liability, and equity account balances as of your start date.
- All transactions (checks, invoice, receipts, etc.) made since your start through today.

## AVERAGE NEW COMPANY SET UP TIME FRAME

- Approximately 2-5 hours to go through paperwork and get organized before any entries into QuickBooks –verify all information is obtained
- Set up Chart of Accounts -1 hour
- Approximately 2 hours for each month of check/debit entries and bank statement reconciliation. Ongoing reconciliation's should be approximately 1 hour unless there are many debit transactions to enter.
- Approximately 1 hour of financial statement (balance and income sheets) processing.
- Approximately 1-2 hour consultation with CPA to go over results and fine tuning if necessary
- Approximately 1 hour presentation with client on company set up, going over historical reports and determining on-going support as needed