

Daniels Bookkeeping & Tax Service, Inc

8225 Alondra Blvd
Paramount, CA 90723
Phone: (562)408-1500
Fax: (562)408-6900
danielstaxlady@att.net
www.danielstaxlady.com

Bookkeeping

Daniels professional team includes a Certified QuickBooks ProAdvisor and Certified Public Accountants to meet all of your business and personal accounting and needs.

We offer several options for getting your Accounting needs met. This includes the option to use QuickBooks Software and getting you files ready for use. Whatever you choose, we'll make sure your accounting is perfect and running smoothly in no time.

Bookkeeping Service Details

Monthly and Quarterly Bookkeeping Services

Bookkeeping can be very time-consuming and confusing. We offer comprehensive all-inclusive bookkeeping at a flat rate, depending on the workload, to make your job easier and provide you more time to focus on your business.

- Record transactions from bank and credit card statements
- Reconcile bank and credit card accounts
- Year-end adjusting journal entries
- Fixed Assets and Depreciation
- Inventory
- Record Sales and customer payments
- Record expenses and bills paid
- Sales and use tax reporting
- 1099 reporting

Bank Reconciliation

Reconciling business checking accounts each month allow us to keep your bank account, current and taxes up-to-date.

Reconciling your account monthly allows you to...

- Identify lost checks, lost deposits, and unauthorized wire transactions.
- Detect and prevent excess/unjustified bank charges and ensures transactions are posted correctly by your bank.
- Detect and prevent embezzlement of funds from within your company.
- Know how your business is doing? You can't really know unless all accounts are reconciled and properly accounted for on your financial statement.

- Manage cash effectively. Proper management not only saves money, it makes money.
- Protect yourself with timely reconciling and promptly objecting to your bank about any unauthorized, fraudulent, or forged checks presented to your bank, you can relieve your agency of responsibility for the shortfall and transfer the risk to the bank. This reason to reconcile alone should be enough.
- Sleep more peacefully at night knowing your bank accounts are reconciled, in balance and those funds, accounts, checks, and disbursements are properly accounted for.

Year-End Bookkeeping

We provide year-end bookkeeping services for companies that have not kept up with their bookkeeping throughout the year and need to catch-up before filing taxes. A custom quote for our service will be given at the time of the request.