

January 8, 2014

Bookkeeping Expenses Research – Quickbooks data

Current account # 7541-Bookkeeping Fees contains data from July 2002 to present. Bookkeeping services were provided by Midlakes Management from (before) then until 3/9/10. Premier Practice Solutions provided bookkeeping service from 3/17/10 through 6/14/10. Kimberly K. Bruzee-Smith has been the bookkeeper from 6/23/10 through present.

Invoicing for services during all of this period has been on a somewhat irregular basis, but there has almost always been more than one invoice per month – often two, sometimes three or four. I have analyzed the billings and generated monthly totals. From the monthly totals I calculated High amount, Low amount, and Average amount for each year. Here are those figures:

	<u>High</u>	<u>Low</u>	<u>Average</u>
Jul-02 – Jun-03	365.38	79.00	199.15
Jul-03 – Jun-04	325.88	54.31	189.27
Jul-04 – Jun-05	325.88	69.12	165.00
Jul-05 – Jun-06	227.13	108.63	167.05
Jul-06 – Jun-07	291.50	99.00	172.93
Jul-07 – Jun-08	281.88	75.63	166.48
Jul-08 – Jun-09	308.75	41.25	179.48
Jul-09 – Jun-10	360.08	52.42	198.16
Jul-10 – Jun-11	321.75	108.13	186.09
Jul-11 – Jun-12	364.32	156.75	238.65
Jul-12 – Jun-13	389.56	165.00	261.96

An audit of the bookkeeping invoices over the last 18 months show the following services being billed:

- Payroll
- Checks
- Bank Reconciliations
- Mtg. w/Dave
- Mtg. w/Accountant
- Acct. Adjustments
- Form Completion – Insurance, Social Services, Dept. of Labor
- YERDI (Y Retirement)
- Payroll Audit
- 1099s
- Budget entry

It appears to me that the monthly charges increased noticeably from Mar-11 on. This is consistent with the increased emphasis given to financial matters by the administration and the increases in number of employees and program activity.

Monthly charges and yearly average for the current fiscal year have increased further because of the change in the Chart of Accounts to a Non-Profit model. I expect this to be a part-year increase until all the adjustments have been made. (The December billings are back in a "normal" range.)

Next steps include getting quotations for services from other bookkeepers.