

WELLNESS BUDGET & BOOKS



Business Wellness Budget & Books makes the connection that allows you to use your numbers to manage your business. It is the complete service for financial consulting plus bookkeeping, payroll, monthly and quarterly tax reporting. Every month, you meet with your financial coach to discuss your numbers, plans and budget. The budget process allows you to look at various strategies to move your business forward. Wellness Capital Management's Business Wellness Budget & Books is an easy-to-understand system that delivers your numbers to your computer every week, enabling you to make informed decisions so you can concentrate on taking care of your clients, and growing your business.



Step One is to Create a Business Wellness Budget

The Business Wellness Budget is a 12 month view of your finances and a strategy for your business. The Business Wellness Budget organizes your finances including income, expenses, debt, taxes and sales, and it expedites the initial setup of the Wellness Bookkeeping System. Preparation of the Business Wellness Budget requires 4-to-6 hours in a convenient online meeting.

Step Two is to set up the Books Service which includes:

- One hour of financial coaching
- Posting Daily Activity including checks, debits, sales, deposits, bills.
- Checks prepared for printing
- Check Book Reconciliation
- Payroll Preparation
- Payroll Tax Reporting
- State Sales Tax Reporting
- City or County Business Tax Reporting
- Monthly Financial Statements
- Weekly Blue Sheet - Budget Update



Books Service Pricing

| <u>Annual Sales</u> | <u>Monthly Fee</u> |
|------------------------------|--------------------|
| \$ 125,000 and under | \$ 295.00 |
| \$ 125,000 to \$ 249,999 | \$ 395.00 |
| \$ 250,000 to \$ 399,999 | \$ 495.00 |
| \$ 400,000 to \$ 599,999 | \$ 595.00 |
| \$ 600,000 to \$ 799,999 | \$ 695.00 |
| \$ 800,000 to \$ 999,999 | \$ 795.00 |
| \$ 1,000,000 to \$ 1,249,999 | \$ 895.00 |
| \$ 1,250,000 to \$ 1,499,999 | \$ 995.00 |
| \$ 1,500,000 and above | To be quoted. |

Service Details & Specific Charges

One time set-up fee: for businesses with annual sales less than \$249,999: \$500.00
For businesses with annual sales between and \$250,000: \$799,999: \$750.00
For businesses with annual sales greater than \$800,000: \$950.00

Secure internet-based access to your accounting program, point of sale system and tax reporting agencies is required,. Charges for these services (Logmein.com, InSynq or GotomyPC.com) vary and are paid directly by you. If we setup these services, we estimate our time and bill you directly in addition to the set-up.

Your Business is Keeping People Healthy—Ours is Keeping Your Business Healthy

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