

*The purpose of this document is to explain our Year-End package which will be provided to you in order to complete your audit/tax return.*

## The Year-End Package Includes

Executive Summary	QuickBooks Data File	Financial Reports
A snapshot of accounting treatments, Balance Sheet accounts, and reconciliation procedures	Financial statements and other relevant reports accessible within the MemRpt icon	Standard Financial Statements exported to Excel

## Supporting Documentation

Statements & Reconciliations		
Bank Accounts	Loan Statements	Income Statement Analysis
Investment Accounts	Amortization and/or Depreciation	W3 Reconciliation
Credit Card Accounts	Prepaid and/or Accruals	3rd Party Systems Reconciliation

Non Profit Clients	For Profit Clients
Reconciliation to prior year audit	Reconciliation to prior year tax return
Grant Documentation	Cash Basis Reconciliation

SSAE16/SOC1, Type II & SOC 2 compliant documentation provided upon request.

## What to Expect Next

- You will receive a ShareFile email from mail@sf-notifications.com.
- Click on the download button and save the compressed contents.
- Right click on the file and select "Extract All" to unzip it.
- Reference the Executive Summary for the QuickBooks username and password.
- This link expires in 30 days. Email us if you need to have the package resent.

## Contact Us

- Call 877-517-2665 and say "Quality Assurance" at the prompt
- BookmindereQA@bookmindere.com