



Year-End Package Contents

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/Investment Accounts | Loan Statements | Income Statement Analysis |
| Reconciliation to prior year tax/audit | Amortization and/or Depreciation | W3 Reconciliation |
| Credit Card Accounts | Prepaid and/or Accruals | 3rd Party Systems Reconciliation |

Non Profit Clients

For Profit Clients

| | |
|----------------------------------|----------------------------|
| Statement of Functional Expenses | Cash Basis Reconciliation |
| Net Asset Balances | Equity Reconciliation |
| Grant Documentation | Book vs Tax 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
- BookmindersQA@bookminders.com