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Accounting and Bookkeeping Services Questionnaire

Company Name: _____

Business Start Date: _____ Years in Business: _____

Industry & Principal Product/Service: _____

Principal Decision-Making Contact: _____

Internal Accountant/Bookkeeper: _____

Current Accounting Status

Accounting Platform: _____

Program Year/Version: _____

Last completed financial statements date: _____

Books Closed? Y / N Date: _____

Assets and Liabilities matches last filed tax return (Schedule L): Y / N

Tax Year: _____

Capital Accounts and Retained Earnings match Schedule K, M-1, M-2: Y / N

Who is responsible for reporting financial statements (internal CFO, Controller, etc.): _____

Have you worked with other accountants, external bookkeepers, accounting/financial advisors in the past? Y / N

Who? _____

If so, what kind of work have they done? _____

What did you like from those previous professional services? _____

What did you dislike? _____

Do you manage or track inventory? Y / N

Do you have employees and/or subcontractors? Y / N

And how many of each? _____

Are you interested in using T-Sheets to track employee hours? Y / N

Accounting Review Preferences

How often do you need to review financial reports (and feel a high level of confidence that the numbers are as accurate as possible; including: bank and credit card accounts reconciled, customer and vendor balances accurate, and/or inventory valuation is accurate)?

Daily Semi-weekly Weekly Biweekly Monthly Quarterly Annually

How often do you expect to have a conversation with your external bookkeeper / accountant? _____

How fast do you expect a call back or e-mail response? _____

Do you expect your external bookkeeper / accountant to be available to engage with conversations with 3rd parties such as: Tax Preparers, Investors, Bankers/Lenders, Vendors, Customer, and/or Government entities? Y / N

How often? _____

Prepare special reports or provide written explanations or affirmations of your financial reports to external stakeholders? Y / N

How much training, education, and/or one-on-one walkthrough are you expecting your external bookkeeper / accountant to provide? _____

Do you collect Sales Tax? Y / N

If so, Which States? _____

If not, What type of activities are you engage in in which you are not sure whether you should be collecting sales? _____

Do you track or want to track income and expenses by a specific segment, location, or division of your business? Y / N

Do you track or want to track all direct expenses related to a customer: job?

Y / N

Do you have a Budget? Y / N

If so, how often do you Monitor Actual vs. Budget Reports? _____

Do you pay sales commissions? Y / N

If so, based on volume, profit, and/or other? _____

Do you pay any other performance bonuses based on financial results? Y / N

If so, based on what criteria? _____

How do you want to track your books?

- Cash-Basis Only Accrual-Basis Only Both Other/Hybrid:

If we are housing your Desktop QuickBooks file at our location will NPBC be recording the following into QuickBooks? If we set you up with QuickBooks Online, who would be entering the following information.

- **Creating/Recording Estimates and/or Sales Orders:** NPBC / Client / N/A
- **Creating Invoices:** NPBC / Client / N/A
- **Creating Purchase Orders:** NPBC / Client / N/A
- **Receiving Inventory:** NPBC / Client / N/A
- **Making Inventory Adjustments:** NPBC / Client / N/A
- **Creating Bills (Accounts Payable):** NPBC / Client / N/A
- **Paying Bills with checks and printing the checks (previously entered):**
NPBC / Client / N/A
- **Paying Bills with checks (previously entered):** NPBC / Client / N/A
- **Preparing or approving timesheets:** NPBC / Client / N/A
- **Preparing Paychecks:** NPBC / Client / N/A
- **Paying payroll liabilities:** NPBC / Client / N/A
- **Filling state and federal payroll forms:** NPBC / Client / N/A
- **Paying sales tax liabilities and/or preparing sales tax forms:** NPBC / Client / N/A
- **Marking previously entered bills as paid using manual checks or electronic payments:** NPBC / Client / N/A
- **Writing and/or Printing Checks:** NPBC / Client / N/A
- **Entering bank transactions and Reconciling Bank Account(s):** NPBC / Client / N/A
- **Entering credit card transactions and Reconciling Credit Card Account(s):**
NPBC / Client / N/A
- **Creating or Querying Custom Reports:** NPBC / Client / N/A
- **Consulting Standard Financial Reports:** NPBC / Client / N/A

What is the cost of ALL the technologies you are currently using internally?

Do you feel you are getting the most return for that investment? _____

How much budget have you allocated to “business growth,” such as?

- Increasing number of customers or market share: _____
- Increasing revenue per customer (increasing prices or cross-selling more products/services): _____
- Increasing the number of employees or increasing the effectiveness of current employees without hiring new ones and/or promote certain key employees to take a leadership role: _____
- Improving the quality of the products or services / improve the brand recognition through quality: _____
- Have access to credit from banks or mayor suppliers: _____
- Create a self-sustaining business run by its employees (not the owners):

- Increase the value of the business for selling it or bring investors:

Are any these areas in which you would like to involve us in? _____

Scope of Services

Do you want a specific list of extremely narrowly defend sets of services of us to provide or are you looking for broad/dynamic scope of work? _____

If price weren't an issue, how would you describe our ideal role in your organization? _____

After we send you a proposal with our price and scope of work, and you approve it... Ideally, when would you like for us to start working? _____

We are excited that you have reached out to the Northeast Pennsylvania Business Center for our assistance in helping your business reach its full potential. We understand that your business is your livelihood and the cumulation of years of hard work. NPBC will be your partner to accomplish your goals!

Once we received this questionnaire, we will schedule a meeting to determine the extent of the services we will be providing. We look forward to hearing from you.

Thanks,

Daniel C. Good, CPA
President