

Austin Travis County Sobriety Center

Proposal for accounting and tax services

April 21, 2017

Based on initial discussions with Carol Drennan, we propose to provide the following services.

New Organization Consulting

\$150/hour (Estimated 3 - 7 hours)

- Review Form 1023, IRS Application for Recognition of Exemption
- Recommend bookkeeping procedures with appropriate chart of accounts and cost center structure to achieve desired management and external reporting
- Recommend fiscal policies and procedures

Quarterly Accounting Oversight

\$750/quarter

- Review financial transactions, and make adjusting entries as necessary
- Discuss financial activity with management
- Reconcile bank and credit card accounts
- Available to answer questions throughout quarter to address capital expenditures, depreciation schedule and other accounting topics
- Recommend updates to fiscal policies and procedures

Tax Services

\$1,500

- Prepare Form 990
- Recommend tax planning opportunities and help management understand how to effectively maintain exempt status