

## **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