

Company Name:

# Vancouver Counseling Associates



Business Summary:

This is a mental health therapy group with three owners Kala 50%, Maureen 25%, Kelly 25%. There payroll is submitted once a month from IQ credit union and we use a monthly spreadsheet to break down payroll.

Daily Tasks	Weekly Tasks	Monthly Tasks	Quarterly Tasks	Yearly Tasks	Projects
1	1. Bank Feed Management	1. Account Reconciliation	1	1 1099s	1
2	2 Therapist Income Balancing	2 Monthly Worksheet	2	2	2
3	3 Making Physical Deposit	3 JEs in QBO	3	3	3
4	4	4 Send Questions	4	4	4
5	5	5 Address Questions	5	5	5
6	6	6 Submit Payroll	6	6	6
7	7	7 Send Reports	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12

## Accurate and Efficient Bookkeeping Services

# Daily Tasks

Daily Tasks	Description
1	Task Description
2	Task Description
3	Task Description
4	Task Description
5	Task Description
6	Task Description
7	Task Description
8	Task Description
9	Task Description
10	Task Description
11	Task Description
12	Task Description

# Weekly Tasks

Weekly Tasks	Description
	<b>Entering EFTS into QBO</b> Details: Vender/Customer: Insurance Company ( c ) Category:Client Fees:Private Pay/Co-Pay Income Class: 00 VCA
1. Bank Feed Management	<p>When categorizing payments in the bank feed, it is helpful to look at how they were categorized in the past. Many of the expenses have rules set to them, but it is important to verify that they are correct.</p> <p>To check past categorizations, open a second tab in QBO, select "Expenses," and then "Vendors." You can then look up how previous payments were categorized.</p> <p>Please note that Axiotech, the credit card payments, will always be categorized as Client Fees:Private Pay/Co-Pay Income.</p> <p>Go to Google Drive and find "Most Current Template". Make a copy of "VCA Deposit Book\_TEMPLATE".</p> <p>Rename the copied document with the deposit dates. Use every Friday of the current week and the last business day of the current month as the dates in the document name.</p> <p>Move this new document to the correct Month and Week folder in Google Drive.</p> <p>Log in to QBO and go to the banking section for VCA.</p> <p>Generate a Profit and Loss statement for the current week.</p>
2 Therapist Income Balancing	<p>Locate the total EFT deposit amount for the week and download this information as an Excel file.</p> <p>Paste the contents of the Excel sheet into the corresponding weekly template form in the deposit log.</p> <p>Using the Insurance Explanation of Benefits (EOBs) for the current week, input the detailed breakdown of each EFT deposit into the sheet.</p> <p>If there was a physical deposit made, copy the details from the physical deposit template and paste them into the insurance template for the week you are currently balancing.</p> <p>After you have verified that the recorded deposits match the amounts that have entered the bank for the week, notify the biller that the deposits are balanced and ready for their review.</p>
3 Making Physical Deposit	Follow instructions on the Check Deposit sheet found in the Vancouver Council8ing gmail.
4	Task Description
5	Task Description
6	Task Description
7	Task Description
8	Task Description

9	Task Description
10	Task Description
11	Task Description
12	Task Description

# Monthly Tasks

Monthly Tasks	Description
1. Account Reconciliation	Chase Credit Card iQ CU 9236 Checking iQ CU 9236 Savings
2 Monthly Worksheet	In the VCA drive under reconciliation copy the previous month's sheet and follow the Instruction and Month end instructions.
3 JEs in QBO	Once numbers have been balanced with the biller for the month, Copy the previous months JEs for Axia payments, EFT deposits, and Cash/Check deposit. Enter in the new numbers from the monthly worksheet which should move all income under each provider.
4 Send Questions	Reach out to one of the owners, usually Kelly for questions.
5 Address Questions	Properly enter in transaction questions based on owner responses
6 Submit Payroll	Login to IQ credit Union and go to the ACH section. There is a template for therapist and one for the biller. Payments will be submitted the 5th of each month before 2pm It will take two days for the payment to process.  <b>**Please note you will need to reach out to Jason for multiple codes during this process. **</b>
7 Send Reports	Monthly via email to the three owners you will send a copy of the monthly worksheet, and PDF of the Monthly worksheet breakdown, Monthly P &L, and balance sheet for month you are working on comparing the previous month. In this email you will send a detailed explanation of non-owner variable associate fee percentages and gross income.
8	Task Description
9	Task Description
10	Task Description
11	Task Description
12	Task Description

# Quarterly Tasks

Quarterly Tasks	Description
1	Task Description
2	Task Description
3	Task Description
4	Task Description
5	Task Description
6	Task Description
7	Task Description
8	Task Description
9	Task Description
10	Task Description
11	Task Description
12	Task Description

# Yearly Tasks

Yearly Tasks	Description
1 1099s	Verify all W9s are up to date.
2	Task Description
3	Task Description
4	Task Description
5	Task Description
6	Task Description
7	Task Description
8	Task Description
9	Task Description
10	Task Description
11	Task Description
12	Task Description

# Projects

Project Tasks	Description
1	Task Description
2	Task Description
3	Task Description
4	Task Description
5	Task Description
6	Task Description
7	Task Description
8	Task Description
9	Task Description
10	Task Description
11	Task Description
12	Task Description