

Common Cents Bookkeeping is ran by Christina Powers of South Fallsburg, NY. She offers bookkeeping services at a fair price. You can contact her by the following methods:

Snail Mail:

Common Cents Bookkeeping Services  
PO Box 2016  
South Fallsburg, NY 12779

By Phone:

[845-701-3810](tel:845-701-3810)

By Fax:

[1-877-390-2596](tel:1-877-390-2596)

Or by email:

[CommonCentsBookkeeping@aol.com](mailto:CommonCentsBookkeeping@aol.com)

She provides the following Services

**Accounts Receivable Management:**

Managing working capital and maintaining cash flow are vital for small businesses to meet liquidity needs. The speed and accuracy of invoicing and processing sales transactions dictates how rapidly you will be paid. Accounts receivable management benefits include:

- Customer invoicing
- Customer account reconciliations
- Automated customer statement generation
- Customer receipts

**Accounts Payable Management**

Efficient accounts payable services are essential to your cash flow and for maintain good relations with your vendors. Accounts Payable management provides you with timely and accurate financial information analysis critical to strategic decision-making. Accounts

payable management benefits include:

- Initial vendor terms setup
- Customized reporting of accounts payable as needed
- Account payment listings
- Statement reconciliation
- Released management time to focus on core activities

### **Bank Reconciliation**

Bank reconciliations are often highly complicated and very time consuming, however absolutely necessary. We can help you resolve discrepancies in your bank statements by performing complicated processes such as sorting various transaction by type or date, deducting errors or by adding deposits in transit. Bank Reconciliation services include:

- Ability to eliminate bank statement errors (yes...believe it or not banks do make mistakes)
- Enable cash flow
- Verify the amount of cash availability
- Uncovers irregularities

### **General Ledger Maintenance**

The cost factor with your accountant at year end is directly associated to your general ledger maintenance. Properly classified business transactions provide a great number of benefits:

- Generates the information required to manage your business
- Enables lenders and investors to see accurate and complete books
- Provides an accurate picture of your organization's income and expenditures

- Enables efficiency and accuracy in tax reporting therefore reducing professional accounting fees at year-end

## **Payroll processing**

Payroll processing functions such as wage calculation in accordance with state and federal laws is very important for businesses of all sizes and paying a professional payroll company may not be cost effective to the size and nature of your business. Payroll processing management will be customized to meet the needs of your business.

- Paycheck stub generator
- Accurate federal tax payment and filings
- Accurate state tax payment and filings
- W-2 generation

## **Sales Tax Processing**

Sales Tax filings can be an overwhelming task taking away from your management. We can alleviate this burden by taking on your sales tax filings and reconciliations. We will ensure your business meets the current state laws and guidelines.

## **Customizable Reports (only in conjunction with General Ledger Maintenance services)**

Business Managers all require different reporting to attain their goals. Our company will take the time to listen to your needs and requirements and provide the customizable reports you need based on the information provided to us. We are able to generate over 300 different customizable reports to meet your needs and time requirements. Just a few of these reports are:

- Profit and Loss (with or without prior year comparison)
- Balance Sheet
- Expense report by vendor

- Expense report by account
- Income by customer
- Income by account
- Accounts payable reporting
- Accounts receivable reporting

Please contact us for a quote for your services.