

2021

# Modern Cents Bookkeeping

*Austin's premier virtual bookkeeper*

## WHAT WE DO:

*Managing Income & Expenses*

*Bank Reconciliation*

*Credit Card Reconciliation*

*ManageAccounts*

*- Payable (Bill Pay)*

*- Receivable*

*(Invoicing)*

*Prepare Financial Statements*

*Quickbooks Set-Up*

*Payroll*

*Clean up*

*W2/1099 Filing*

*Tax Preparation*



## WHAT IS BOOKKEEPING

*and why is bookkeeping needed?*

Bookkeeping is the process of managing your income & expenses.

By properly managing your finances you are able to make better business decisions. As the owner, you know exactly where your money is being spent & can budget to grow your business.

Bookkeeping is part of tax preparation. It makes filing taxes more efficient and ensures you get your ultimate refund.

# THREE SIMPLE STEPS

## LET'S GET STARTED!

### *First*

I want to get to know you and your business. To follow Covid safety I will set up a call with you for a free consultation. Here I will ask you what it is your business does, how you currently manage your books and find out any and all software you use. I will also answer any questions you have as well as explain how my services can help you!

### *Second*

Once I have drawn up a proposal and covered all questions and concerns you have I will present an engagement letter for my services. Once you sign on the dotted line we are good to go! I will immediately get to work and you can finally relax!

### *Third*

It's a match and you're ready for your proposal. Once you have decided this is a good fit for your company I will need access to any bookkeeping software you currently have and account statements. This is so I can see on average how many transactions you have coming in and out. This is also so I can determine what services I offer that you will benefit most from.

Contact me now:  
lizzy@moderncentsbookkeeping.com  
(512)409-5337



# WHO IS MODERN CENTS BOOKKEEPING?



I'm Lizzy & welcome to my world of bookkeeping. Originally from Southern California, I have planted my roots here in Austin, Texas. I enjoy life every day with my husband & three pups. I love everything Austin has to offer the food, the music, & all the unique businesses that, dare I say is... "keep Austin weird." I understand how tedious bookkeeping can be but never the less it has become a puzzle I continuously love to solve. I admire small business owners and want to be part of your entourage. So I am here to help your business get organized. Don't be shy, I know books are scary but hey, no judgment here. I can clean them up, break them down(into a language we all understand), and work through the day to day transactions for the most accurate reporting. This is Modern Cents Bookkeeping, I'm excited to meet you!

## HERE FOR:

The Small Business  
The Start-Up  
The Side Hustle  
The Freelancer

## PACKAGES STARTING AT \$375

- Up to two accounts  
(Checking, Saving, Credit Account)
- Monthly Reconciliation
- Income Management
- Expense Management