

Engagement Setup Questions

Which Accounting Service Type Desired? (_____)

	<u>Trend Report</u>	<u>Basic P&L</u>	<u>Balance Sheet</u>	<u>Budgeting</u>	<u>Mgmt. Review</u>	<u>Price list review</u>
Accounting Plus	Monthly	Included in Monthly Trend	Quarterly	1 budget construction included first year (Budgets thereafter will be charged at current rate)	90 days of financial statement reviews included. Ongoing includes one financial statement review at year end.	One annual price list review included (Basic Review) (Does not include merchandise review or a merchandising plan)
Premier Accounting	Monthly	Included in Monthly Trend	Quarterly	1 included for each fiscal year end	Mgmt. review of financial statements included (Monthly, Quarterly, and Annually)	Detailed price list review included (Annually) (Does not include merchandise review or a merchandising plan)

Our Accounting Plus Offering Includes:

- Bank reconciliation
- Review of all data in the Profit and Loss Statement and Balance Sheet
- Trend Report
- Credit card statement reconciliation
- Inventory reconciliation – quarterly
- Accounts receivable reconciliation – quarterly
- Sales Tax
- 1099's

Other Accounting Options at additional pricing: (Circle any with interest and we can determine price)

- Personal Property Tax Returns
- Management review of financials and one-on-one phone call
- Customized and specific financial reporting needs:
 - Please state if so: (ex: statement of cash flows or other specific and detailed management reports potentially desired) _____
- Income taxes
 - If desired, pricing discussion with our outsourced tax firm will be necessary to determine price. Will need prior year Tax Return to understand complexity of the returns.
- Fixed Asset Tracking (depreciation)
 - We would need to see the current fixed asset listing with all of detail before we can provide an estimate for set up time and charges. Most of our clients rely on their tax

preparers for all fixed asset information. The tax preparer's software runs a fixed asset system which is tied to their tax preparation system.

Management Consulting Options at additional pricing: (circle any of interest and we can determine price)

- Budgeting
- Monthly, quarterly, or annual management conference calls to review performance and tackle any issues
- Silent board member program (management consultant on retainer)
- Training
- Performance Analysis
- Customer Satisfaction Surveys
 - Since Johnson Consulting will be collecting the data as part of the accounting services, this provides itself as an easy added service that JCG can provide through its survey/sales performance tracker program (www.JCGPerformanceTracker.com). This service requires no contract and you can cancel whenever you like.
- Incentive programs

New Client Setup:

Number of Locations to be on the accounting system (including corporate office) – List names of locations and Annual Call Volume per firm

How many bank accounts need to be reconciled?

How many credit card accounts need to be reconciled?

How many separate financial statements will be desired?

How many separate operating entities with a separate associated Tax ID will need to be set up?

-Would you be desiring to bring data from your current accounting system into ours (Quickbooks)? _____ (There would be a cost associated with this that we can estimate for you)

-How many computers need to be connected to the server? _____

- (If desiring to utilize our copy of Director's Assistant) How many of those computers need access to Director's Assistant? _____
- How many of those computers need access to QuickBooks? _____

What will be the proposed beginning date for our service?

What is the name of your current accounting software being used?

Do you wish to continue using your current funeral home management software rather than utilizing Johnson Consulting Group's copy of Director's Assistant? (Yes / No)

What is the name of your current funeral management software being used?

**If desiring to utilize Johnson Consulting Group's hosted version of Director's Assistant, please be aware that any customized forms you may desire will cost additional dollars separate of Johnson Consulting Group's fees. We can estimate those costs for you through the software vendors. Typically custom forms can take 60 to 90 days to create and are handled directly by the vendor themselves. Those custom forms should not be expected to be part of the system the day you start with Johnson Consulting Group unless desired.

What is your company's fiscal year end?

How is your payroll currently being processed?
