

# BOOKKEEPING-RESULTS, LLC

Strengthening Your Knowledge of QuickBooks®

## The Shoebox Program

**Many households and small business owners end up leaving money on the table because:**

- They aren't aware what they are spending on a monthly basis,
- They aren't aware what's deductible during tax time, or...
- As a small business owner, they aren't aware of how they should track their finances to avoid potential tax issues.

Are you a person who just doesn't have time to reconcile your checkbook, has a drawer/box/bag full of receipts and you're not sure what to do with them, or has no clue why you would need copies of everything?

For those who don't have the time or the resources to keep your finances organized, we offer an alternative organizational program called **The Shoebox Program**. The purpose of this program is to make things easier and more manageable for people who need accurate financial information for: monthly budgeting, tax planning, making major purchases, business finances, and wanting to manage their money better.

With the continued issue of belt-tightening for everyone, we've learned it's more important than ever to learn about money management. When it comes to our tax filings, it was demonstrated there was an increase of IRS audits of 11% during 2009, and



that number will likely continue to climb. With the increase of identity theft, are you sure that you are not being charged for purchases made by someone else?

Entrepreneurs are developed every day, based upon their hobbies, layoffs, or just a desire to be their own boss. However, some of the most important decisions for new business owners concern record-keeping and the accuracy of financial statements.

In the summer of 2010, there was also a massive training of IRS auditors on the QuickBooks® software, allowing them the opportunity of requesting a copy of a business' file, should that company utilize the software. It's also important to track itemized receipts in addition to bank and credit card statements, as the IRS requires itemized receipts as substantiated documentation.

### Bookkeeping-Results, LLC

5680 Highway 6, #129  
Missouri City, TX 77459

Website: [www.Bookkeeping-Results.com](http://www.Bookkeeping-Results.com)

**Email:** [admin@bookkeeping-results.com](mailto:admin@bookkeeping-results.com)  
**Phone:** 888-692-2083 or 713-898-1648  
**Fax:** 281-596-7553

# Why Become a Shoebox Client?

## For our Clients...

We offer scanning of all of your necessary paperwork, *e.g.* bank and credit card statements, itemized receipts, donations, child care receipts, medical receipts, etc. From this information, we provide easy-to-understand financial reports for tax filing, through the appropriate Intuit® software, the makers of QuickBooks® and Quicken®. We also provide the information to help maximize potential tax deductions when you file your taxes. It also helps provide you the capabilities of determining where you can save money in other areas for future major purchases, investments, and retirement options.

One of the biggest issues small business owners face, is making sure that all of your income and expenses are coded correctly, avoiding costly tax mistakes, especially if payroll is involved, as well as providing you with accurate financial statements.

We provide a variety of other bookkeeping services through our trained staff, and you can contact us in helping formulate a better one-stop-shop service for your business. We work with a variety of small businesses that may not have the resources to hire a qualified professional at an affordable price on a full-time basis, which is why we want to offer this opportunity to you.



## How The Program Works:

- 1** We ship you one plastic shoebox container with prepaid envelopes you can drop in the mailbox to be sent directly to us when it begins getting full. It's that simple.
- 2** When we receive your envelope(s), our staff goes through everything to sort it, scan it into a PDF format, and then enter it into the appropriate software program. Unless you request otherwise, your information is shredded four weeks after we receive it.
- 3** If you choose to e-mail your information in a pdf format, then we will gladly accept that information as well, in order to prepare your financial reporting even faster.
- 4** When each container's receipts are scanned and entered, we send you an e-mail alert and allow you to view your financial reports and scanned receipts through your own id and password from our data encrypted server. If there are transactions we're not sure how to code though, we will contact you via e-mail for verification.
- 5** **The Shoebox Program** is designed to help you better manage your finances, remove inefficiencies in your monthly budget, and aid you in maximizing your potential tax deductions. Our sole purpose is to help educate our clients on becoming better money managers.

# Frequently Asked Questions

## Can I just send in a PDF of my bank/credit card statements?

Yes—simply log into your portal and upload the information. It will be faster for us to log your information to the appropriate software program, however the receipts are still important to make sure we don't miss any important potential tax deductions or avoid any questions regarding coding of your expenses/income.

## Who handles my information?

We work with trained bookkeepers and accountants for all of our clients. We do work within the rules and regulations related to GAAP (Generally Accepted Accounting Principles) for our small business clients. Each person also goes through a thorough background check, and we have a second review of each client's information for confirmed accuracy.

## Do we offer tax advice?

We offer numerous resources and specific case studies about specific deductions, however this is for informational purposes only and you should consult your tax advisor as it relates to your specific situation.

## What happens if I surpass the plan I signed up for?

If you surpass the plan you sign up for, we charge an additional fee per transaction. We will alert you each time you have exceeded your plan's limit, and if it becomes a recurring issue, then we would recommend you change up to a higher volume program. We recommend that you do a test count on the number of entries you have to help determine the right plan for you.

## How long do I have before I can cancel my membership?

Although we'd hate to see you go, we require a 30-day notice, which allows us the ability to complete all of the information we have and then make arrangements to transfer your report information directly back to you.

## How will this save me money in the long-term?

- 1** Are there fees you may or may not have signed up for, which you get charged every month and you don't know what they were for?
- 2** When you file your taxes, did you keep accurate records of all of your deductions to prevent potential tax issues and heavy costs at a later point?
- 3** Can you afford to use unqualified people to take care of your business finances, when there's a better alternative to help you make educated decisions to prosper and grow?

For more information and pricing, visit our website at <http://www.bookkeeping-results.com/shoebox>.



# BOOKKEEPING-RESULTS, LLC

Strengthening Your Knowledge of QuickBooks®

5680 Highway 6, #129  
Missouri City, TX 77459

PRSR STD  
US POSTAGE  
PAID  
COLLEGE  
STATION, TX  
Permit # 16



## ARE YOU A SHOEBOX CLIENT?

- You just don't have time to reconcile your checkbook.
- Are you a person who has a drawer/box/bag full of receipts and you're not sure what to do with them?
- You have no information on where you stand financially.