



ANDREWS HOOPER PAVLIK PLC  
www.ahpplc.com | 1.888.754.8478

# Bookkeeping & Payroll Services

Performing administrative tasks such as bookkeeping and payroll can be complicated, time consuming, and costly for businesses. Andrews Hooper Pavlik PLC (AHP) offers comprehensive bookkeeping and payroll services for small to medium-sized organizations.

Whether you are in need of a single service or complete outsourcing, AHP is able to tailor our offerings to suit your needs.



## Benefits of AHP's Services

**Accuracy.** AHP's experienced professionals greatly reduce the chances of any costly bookkeeping and/or payroll errors.

**Cost savings.** For most small and medium-sized organizations, bookkeeping and payroll tasks can be a financial drain. For many of these companies, utilizing AHP's services can reduce those costs.

**Continuity in service.** AHP's professionals can offer you constant service with no interruptions resulting from vacations, illnesses, turnover, etc. If necessary, AHP can provide these services in your own office.

**Focus.** Outsourcing to AHP allows you to focus your efforts on the activities that are necessary to grow your business.

**Security.** Peace of mind comes from knowing that if any complications or issues arise, AHP's professionals will be able to handle your needs in an effective, timely manner.

## Reporting Engagements

- Bookkeeping Services.
- Assistance with the development of an accounting procedures manual.
- Accounts payable processing.
- Financial statement preparation.
- Maintenance of general ledger and related supporting journals.
- Personal property tax statements.
- Preparation and maintenance of fixed asset schedules.

## Payroll Processing Services

- Customized processing.
- Direct deposit.
- Quick turnaround.
- Custom reporting.
- Preparation of payroll tax returns, including W-2's, W-3's, and 1099 forms.
- Payroll tax compliance.