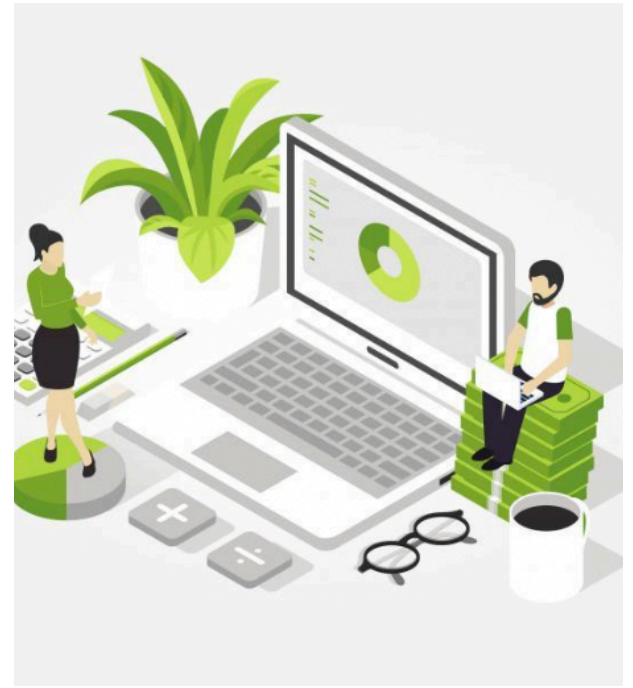


Bookkeeping Training/Coaching for Creatives and Small Businesses



WHY bother with bookkeeping?

Taking a look at your finances is difficult, but maintaining tracking your finances week day after day, month after month can sometimes be even more challenging!

Fortunately, Kay can teach you how to utilize all the tools you need to manage your finances like a professional. As a qualified bookkeeper (QBO ProAdvisor certified, an active Intuit QBOLive bookkeeper for small businesses, experienced in Wave Apps platforms), prosperous artist (I have taken Miata's courses!), and experienced teacher (12+ years as a professional tutor), Kay will help you find the most efficient and effective way to track your finances so that you can see your spending and prepare for your financial growth. (It also makes tax time a lot easier!)

SERVICES:

- ▶ Customize QBO or Wave Apps for your business
- ▶ Set up Chart of Accounts and link all bank and credit card information
- ▶ Step-by-step categorization strategies for all your transactions (automate, automate, automate!)
- ▶ Reviewing and reconciling transactions
- ▶ Create reports including Profit & Loss, Balance Sheet, etc.
- ▶ Troubleshoot any issues/questions

Coaching/Training Rates: \$50/hr

First Time Set-up Package: \$225 for 5 hours
(scheduled in 3-4 sessions)

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