

Romans 1 Financial LLC Fee Schedule for bookkeeping and accounting services

Romans 1 Financial LLC (Romans 1) charges bookkeeping, accounting, financial statement preparation, and management reporting services according to this schedule.

- 1) **Bookkeeping fees** are based on a flat monthly fee of \$210 plus the number of monthly transactions over 30 per the following schedule:

Number of Transactions*	Fee per Transaction**	Monthly amount
0 to 30 transactions	Flat fee	\$210 for up to 30 transactions
31 to 60 transactions	\$5 per transaction	Up to \$150 plus \$210 = \$360
61 to 121 transactions	\$3 per transaction	Up to \$180 plus \$360 = \$540
121 +	\$2 per transaction	\$540 plus \$2 per transaction

* A transaction is a debit/credit entry.

- For example, using a \$100 payment of cash for:
 - an interest only payment to a single entity is one transaction of \$100 debit to interest expense; \$100 credit to cash
 - an interest and principal payment to a single entity is two transactions and could look like a \$90 debit to interest expense; \$90 credit to cash; \$10 debit to accounts payable; \$10 credit to cash
 - an interest, principal, and escrow payment to a single entity is three transactions and could look like a \$85 debit to interest expense; \$85 credit to cash; \$10 debit to accounts payable; \$10 credit to cash; \$5 debit to escrow account; \$5 credit to cash
- some transactions occur automatically with no cash exchanged, such as depreciation, amortization, or other costs that accumulate monthly and are settled up at a later date
- the client will receive a monthly/year-to-date cash register, a journal of the debit/credit entries and an account register
- Set-up fees are a minimum of \$210 and are based on the same schedule as above

Romans 1 Financial LLC is affiliated with The Romans 1 Group LLC, a family of companies dedicated to sound financial practices for the 21st century.

- 2) **Bank reconciliations** are charged at the same rates as bookkeeping and include a monthly balance sheet, income statement, and cash reconciliation. For example, the monthly fee for 30 transactions which are reconciled to the bank statements is \$420 (\$210 for the bookkeeping and \$210 for the bank reconciliation and related reporting).
- 3) **Specialized management reports** are charged by the hour with a minimum of \$200 per month. Depending on the complexity of the reporting, hourly fees range from \$50 per hour to \$200 per hour. A separate agreement will be necessary for Romans 1 to provide specialized reporting.
- 4) **Items not included in this fee schedule** - check writing; payroll; bank deposits; budgets and budget variances, retirement plan administration, tax preparation and tax planning, and other services not explicitly mentioned on this fee schedule. These items are available at an additional cost and under a separate fee schedule.

Romans 1 uses Accounting Relief®, an integrated financial system stored on a secured server that is accessible to clients 24/7/365 with an internet connection. Please refer to the Accounting Relief Start-Up Guide for more details.

** Monthly fees are billed during the first week of each month for the previous month and are due on the 24th of the month. Prices reflect automatic payment via credit card or automated bank withdrawals (Auto-pay). Payments not on Auto-pay are subject to an additional 10% of the stated prices.

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