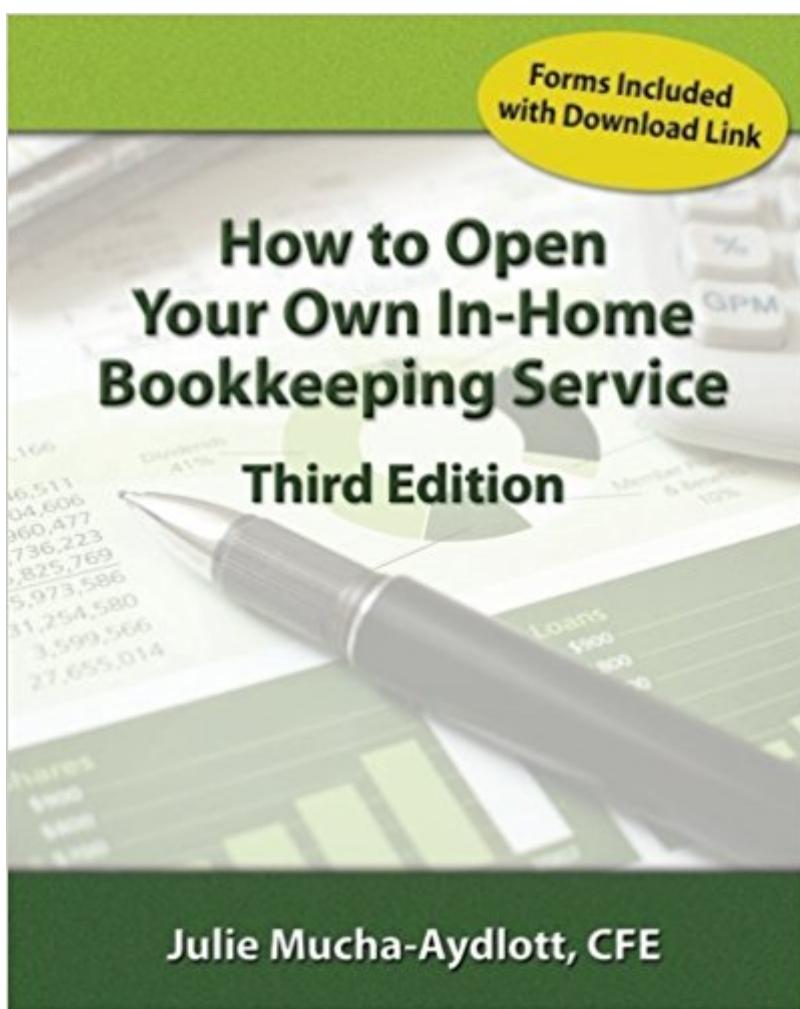


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# How To Open Your Own In-Home Bookkeeping Service 3rd Edition



## Synopsis

If you have ever thought about starting your own bookkeeping business, this bookkeeping book, in its 3rd edition will give you valuable insight with all of the tools that you will need. Not only will it answer the uncertain questions that you have, it will provide you with information that you didn't even consider such as: What are your bookkeeping responsibilities? Do you need to be certified? Do you need errors and omissions insurance? What are current bookkeeping rates? How do you find clients? How do you create a bookkeeping business plan? How long will it take you to find clients? How do you protect your work with internal controls? What forms and reports do you need to provide to your clients? How much bookkeeping experience do you need? Should you prepare your clients business tax returns? Should you prepare personal tax returns? Plus so much more! The third edition also includes a free download link containing customizable forms, spreadsheets and applications to start your bookkeeping business right away. This updated edition includes:

Where to begin - Writing your business plan, start up costs, business licensing, certification and training, organization, type insurance, accounting software, office equipment and a customizable checklist

Bookkeeping services and going rates - Types of services, pricing structure, getting paid, business types, quotes and engagement agreements, Sales and marketing trends - Networking and contacts, selling your services, joining organizations, marketing, websites, Google secrets and tricks, online freelancing, testing your marketing

Bookkeeping instructions - Setting up a new client, accounts payable, accounts receivable, payroll, bank reconciliations, financial reports, audit preparation, work in progress, training and consulting, budgeting, year-end accounting, record keeping and sample reports

Preparing tax returns - New government regulations, where to start, tax schools and training, preparing your own return, preparing clients tax returns

Common questions - Mistakes and other concerns, questions from actual bookkeepers

Bookkeeping accountability - Fraud allegations, internal control system, certified internal control auditor. Forms and resources -

Business plan - Sample start-up budget - Start-up checklist - Business cash flow projection -

Start-up monthly budget - Bookkeeper resume - AIPB information - Quote sheet - Evaluation form -

Proposal letter - Bookkeeping services list - Engagement agreements - New client checklist -

Accounting work in progress form - Time sheet - Client monthly checklist - Client year-end checklist -

Journal entry form - Collection letters - Non-compete agreement - Sales letters - Bank reconciliation template - Compilation report - Termination of services agreement - Transfer of files letter - IRS forms - Excel spreadsheets and budgets - QuickBooks sample company

With over 9,000 copies of the previous editions sold world wide, How to Open Your Own In-Home Bookkeeping Service 3rd Edition is the most complete guide that will teach you how to open your

own bookkeeping service and have a successful career in bookkeeping and accounting. If you want to do accounting from home and be self employed, find out everything you need to open a bookkeeping business.

## **Book Information**

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## **Customer Reviews**

Julie Aydlott, CFE started her career in Bookkeeping and Accounting in 1989. In 1994 she opened her own accounting service and has been in business for over 19 years. She became a member of the Association of Certified Fraud Examiners in 2002 and became a Certified Fraud Examiner in January 2007. In times past focused on and specialized in small business accounting and was known as the QuickBooks expert. Her business initially focused on creating financial reports, setting up computerized accounting, taxes and financial business plans and was as QuickBooks training and installations. Over the past seven years, Aydlott has focused her services on financial investigations including contract fraud, bankruptcy, payroll taxes, insurance investigations, employee embezzlement and internal control audits.

Fantastic book with a vast knowledge on starting up and maintaining your business.

Julie wrote a great book that will guide you through everything you need to know to take your skills and start making money for yourself instead of for someone else. No one ever gets rich working for an employer (unless you're one of the bigwigs at HP or something), but as Julie explains, you will make a good living if you really try to work for your clients instead of working for the money. The

book does NOT come with a CD and when emailing Julie for the download coupon code (so that you get the forms for free with the book) you need to give her your order details.

If you are planning or thinking about starting a home-based bookkeeping business this is the first and last book you should read. I bought my first copy a few years before I actually started my business, then when I got serious, and this book by Julie was my guide. I've read LOTS of bookkeeping books which all have provided insight but this one gives you the WHOLE picture. You won't be disappointed.

This book is very easy to read, very informative and provides a lot of great resources. The forms she offers with the book are great tools to get the documents you need started. Just in the first 4 chapters I read, I had learned so much more information than what I found researching the Internet. I recommend this book to anyone trying to get their own bookkeeping business started. Two thumbs up.

Full of practical, useful advice, based on years of professional experience. Very readable style without sacrificing professionalism. As a student bookkeeper planning to freelance I think the author has saved me loads of trial and error. I'm already a member of AIPB and making full use of their resources, but this book filled in a lot of gaps for me about the daily challenges faced by a freelancer and how to meet them. I was also happily surprised that the customizable forms worked on my Mac. I went to the URL mentioned in the book and downloaded my forms at no extra charge. To clarify: I have automatic Mac OS updates, so I always have the latest version. Not only were the Word docs and Excel forms automatically converted to Pages and Numbers files, but I have been rapidly customizing them for my own use. I can't say enough good things about this book.

This book arrived on time in perfect condition and will be used in the future to guide me with starting a home-based business. I checked a early edition of this book out at the local library and figured I would just purchase an edition for myself. Very useful book and very easy to read.

I was disappointed that the Kindle boom didn't come with anything to reference the information on the CD (business plan) that the book does. The price should be a bit lower. The book was still well written and a great resource itself.

This book is worth its weight in gold! Very helpful - especially if you do Quickbooks but relates to any software. I am keeping this in my office for referral for a long time to come!

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