



SHELEI OLQUINO

A Professional Bookkeeper with 15 years of experience. I help business owners to scale up their businesses and books must be in order.

I'm hoping to put my exceptional financial management track record to work for you.

SERVICES:

- Bookkeeping- Management of day-to-day transactions (Quickbooks and Xero).
- Reconciliation of Bank Accounts, and maintaining accurate records.
- Catch up and Clean up of Books
- Preparation of Financial Reporting - Profit and Loss and Balance Sheet
- Planning of Projection Collection and Budgets
- Preparing Payroll
- Value-added service -Access via Skype

CERTIFICATES



PROFIT AND LOSS

Craig's Design and Landscaping Services

Profit and Loss January 1-21, 2023

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
▼ Expenses	
Automobile	53.99
▼ Job Expenses	
▼ Job Materials	
Decks and Patios	42.40
Total Job Materials	42.40
Total Job Expenses	42.40
Total Expenses	\$96.39
NET OPERATING INCOME	\$ -96.39
NET INCOME	\$ -96.39



2022	12/31/2022	12/31/2021	12/31/2020	12/31/2019	12/31/2018
Total Income	6,960.09	9,191.41	4,541.46	2,429.16	26,205.46
Less Cost of Sales					
Purchases	700.00	1,250.00	0.00	0.00	1,950.00
Total Cost of Sales	700.00	1,250.00	0.00	0.00	1,950.00
Gross Profit	6,260.09	7,941.41	4,541.46	2,429.16	24,255.46
Less Operating Expenses					
Advertising & Marketing	2,063.33	6,625.13	0.00	0.00	8,711.46
Audit & Accountancy fees	0.00	46.96	46.96	46.96	140.88
Bank Fees	0.00	0.00	15.00	15.00	30.00
Clearing	0.00	0.00	99.23	0.00	99.23
Employers National Insurance	0.00	708.00	0.00	0.00	708.00
Entertainment 100% business	18.33	0.00	26.33	0.00	44.66
General Expenses	157.95	76.64	124.42	0.00	361.01
Light, Power, Heating	103.43	103.43	129.38	113.41	839.27
Motor Vehicle Expenses	342.79	123.75	123.75	0.00	590.29
Postage, Freight & Courier	94.19	0.00	0.00	0.00	94.19
Printing & Stationery	65.58	0.00	0.00	18.06	83.67
Rent	984.38	984.38	984.38	984.38	3,937.52
Repairs & Maintenance	57.92	0.00	886.30	0.00	944.22
Salaries	0.00	8,396.00	0.00	0.00	8,396.00
Subscriptions	14.90	0.00	1,219.90	0.00	1,234.80
Telephone & Internet	45.11	42.52	39.02	37.43	164.08
Travel - National	201.67	0.00	29.06	0.00	230.75
Total Operating Expenses	4,169.58	17,112.21	3,723.75	1,215.27	26,610.43
Net Profit	2,090.51	(9,170.80)	817.71	1,213.89	(2,354.97)



BALANCE SHEET



Craig's Design and Landscaping Services	
Balance Sheet Summary	
As of January 21, 2023	
	TOTAL
▼ ASSETS	
▼ Current Assets	
Bank Accounts	2,001.00
Accounts Receivable	5,281.52
Other Current Assets	2,658.77
Total Current Assets	\$9,941.29
Fixed Assets	13,495.00
TOTAL ASSETS	\$23,436.29
▼ LIABILITIES AND EQUITY	
▼ Liabilities	
▼ Current Liabilities	
Accounts Payable	1,602.67
Credit Cards	157.72
Other Current Liabilities	4,370.94
Total Current Liabilities	\$6,131.33
Long-Term Liabilities	25,000.00
Total Liabilities	\$31,131.33
Equity	-7,695.04
TOTAL LIABILITIES AND EQUITY	\$23,436.29

Demo Company (US)

Dashboard

Accounts

Payroll

Reports

Advice

Contacts

Settings

+

Reports >

Balance Sheet

Balance Date

31/09/2016

Compare To

Previous year

Compare Period

Previous 12 Months

Run Report

More options

Balance Sheet

Demo Company (US)

As at 30 September 2016

Add Summary

	30 Sep 2016	30 Sep 2015
Assets		
Cash and Cash Equivalents		
Checking Accounts	15,040.00	15,040.00
Total Cash and Cash Equivalents	15,040.00	15,040.00
Current Assets		
Accounts Receivable	5,175.00	0.00
Total Current Assets	5,175.00	0.00
Property, Plant and Equipment		
Computer Equipment	100.00	0.00
Office Equipment	5,000.00	0.00
Total Property, Plant and Equipment	5,100.00	0.00
Total Assets	25,315.00	15,040.00
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable	10,000.00	0.00
Interest Adjustment	5,175.00	15,040.00
Loan Pay	0.00	0.00
Total Current Liabilities	15,175.00	15,040.00
Total Liabilities	15,175.00	15,040.00
Equity		
Current Year Earnings	10,140.00	0.00
Retained Earnings	0.00	0.00
Total Equity	10,140.00	0.00
Total Liabilities and Equity	25,315.00	15,040.00



STATEMENT OF CASH FLOW

Craig's Design and Landscaping Services

Statement of Cash Flows

January 1-21, 2023

	TOTAL
▼ OPERATING ACTIVITIES	
Net Income	-96.39
▼ Adjustments to reconcile Net Income to Net Cash provided by operati...	
Mastercard	-803.61
Total Adjustments to reconcile Net Income to Net Cash provided by ...	-803.61
Net cash provided by operating activities	\$ -900.00
NET CASH INCREASE FOR PERIOD	\$ -900.00
Cash at beginning of period	4,963.52
CASH AT END OF PERIOD	\$4,063.52



Statement of Cash Flows - Indirect Method

Acme Accounting

For the year ended December 31, 2017

Operating Activities	2017
Net Income	434.00
Adjustments for non-cash items	
Depreciation on fixed assets	250.00
Changes in Operating Assets and Liabilities	
Accounts receivable	(4,513.75)
Prepaid expenses	2,000.00
Accounts payable	(500.00)
Taxes payable	613.75
Total adjustments	(2,150.00)
Net cash provided by operating activities	(1,716.00)
Investing Activities	
Proceeds from sale of property, plant & equipment	1,500.00
Payment for property, plant & equipment	(20,000.00)
Net cash provided by investing activities	(18,500.00)



BANK RECONCILIATION



Wydstyle Construction

Chart of accounts > Bank register > Reconcile

Reconcile Company Checking Account

Statement ending date: April 30, 2017

\$31,637.75

STATEMENT ENDING BALANCE

-

\$31,637.75

CLEARED BALANCE

\$31,227.35

BEGINNING BALANCE

-

\$1,223.10

98 PAYMENTS

+

\$1,633.50

3 DEPOSITS

✓

\$0.00

DIFFERENCE

Statement ending date: Clear filter / View all

Payments Deposits All

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)
11/28/2016		Transfer		Mastercard Paya...		Payment Thank You - Web	3,000.00	
12/20/2016	12/20/2016	Expense		Merchant Serv...	Intuit	INTUIT PMT SOLN DES-TRAN FEE ID	6.11	
12/20/2016	12/20/2016	Expense		Merchant Serv...	Intuit	INTUIT PMT SOLN DES-TRAN FEE ID	3.15	
12/21/2016	12/21/2016	Expense		Merchant Serv...	Intuit	INTUIT PMT SOLN DES-TRAN FEE ID	6.82	
12/21/2016	12/21/2016	Expense		Telephone	AT&T	AT&T MOBILITY (CHARGES) (R)	118.10	
12/23/2016	12/23/2016	Expense		Merchant Serv...	Intuit	INTUIT PMT SOLN DES-TRAN FEE ID	7.13	
12/27/2016	12/27/2016	Expense		Merchant Serv...	Intuit	INTUIT PMT SOLN DES-TRAN FEE ID	11.86	
12/27/2016	12/27/2016	Expense		Merchant Serv...	Intuit	INTUIT PMT SOLN DES-TRAN FEE ID	5.39	
12/27/2016	12/27/2016	Expense		Merchant Serv...	Intuit	INTUIT PMT SOLN DES-TRAN FEE ID	0.95	
12/29/2016	12/29/2016	Expense		Merchant Serv...	Intuit	INTUIT PMT SOLN DES-TRAN FEE ID	2.36	
12/30/2016		Transfer		Payroll Checkin...		Online Banking Transfer from CHK	3,966.78	
01/23/2017	01/03/2017	Expense		Merchant Serv...	Intuit	INTUIT PMT SOLN DES-ADCT FEE ID	9.95	
01/23/2017	01/03/2017	Expense		Merchant Serv...	Intuit	INTUIT PMT SOLN DES-TRAN FEE ID	9.48	
01/28/2017	01/06/2017	Deposit		Sales of Product...	Alison Bell	INTUIT PMT SOLN DES-DEPOSIT ID		638.00
01/29/2017	01/05/2017	Expense		Merchant Serv...	Intuit	INTUIT PMT SOLN DES-TRAN FEE ID	5.20	
01/31/2017	01/11/2017	Expense		Merchant Serv...	Intuit	INTUIT PMT SOLN DES-TRAN FEE ID	4.60	

Reconcile (27)

Cash coding

Bank statements




Account transactions

Compact view

Review your bank statement lines...

	Spent	Received
Oct 5, 2021 City Limousines 0017-Part View details		100.00
Oct 5, 2021 Check 1236 View details	1,181.25	
Oct 5, 2021 Ridgeway University INV-0035 View details		6,187.50
Oct 5, 2021 Jakaranda Maple Systems DEPOSIT ADV View details		2,000.00
Oct 6, 2021 Swanston Security View details	59.55	
Oct 6, 2021 Central City Parking View details	12.00	
Oct 6, 2021 Gateway Motors View details	411.35	

Then match with your transactions in Xero

Match	Create	Transfer	Discuss *	Spent	Received
Find & Match					
This is payment on a really old invoice so wasn't sure where to code it					
Ctrl + S at any time to save					
Match	Create	Transfer	Discuss		Find & Match
	06 Oct 2021 Payment: Truxton Property Management 1236			1,181.25	
Match	Create	Transfer	Discuss		Find & Match
	29 Sep 2021 Ridgeway University Ref: INV-0035				6,187.50
Match	Create	Transfer	Discuss		Find & Match
Match	Create	Transfer	Discuss		Find & Match
Who	Name of the contact...		What	Choose the account...	
Why	Enter a description...				
Region			Tax Rate		Add details
Match	Create	Transfer	Discuss		Find & Match
Who	Name of the contact...		What	Choose the account...	
Why	Enter a description...				
Region			Tax Rate		Add details
Match	Create	Transfer	Discuss		Find & Match
Who	Name of the contact...		What	Choose the account...	
Why	Enter a description...				
Region			Tax Rate		Add details
Match	Create	Transfer	Discuss		Find & Match
	12 Oct 2021 Payment: Gateway Motors			411.35	



BILL PAYMENT



Customer

Amy's Bird Sanctuary

Customer email

Beds@realt.com

1 linked transaction

☐ Send later

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Get paid faster with online payments

Finish setting up online payments. And let your customers pay you even faster

[Finish setup](#)

BALANCE DUE

\$187.50

Billing address

Amy Lauterbach
Amy's Bird Sanctuary
4581 Finch St.
Bayshore, CA 94326

Terms

Net 30

Invoice date

03/18/2019

Due date

04/17/2019

Draw #

Add lines

Clear all lines

Add subtotal

Subtotal

\$187.50

Message on invoice

Thank you for your business and have a great day!

Taxable subtotal \$0.00

California 8%

0.00

Purchases overview - Bills to pay -

Bill 61302

Field

[Print PDF](#)

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[Bill Options](#)

From

Simon Timber
PO Box 500
BENALLA VIC 3671
[Edit address](#)

Date

21 May 2018

Due Date

21 May 2018

Reference

61302

Total

5,432.80

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Amount	Tax Rate	Amount AUD
	Material	50.00	7.15	Purchases	GST on Expenses	358.00
	Material	10.00	150.00	Purchases	GST on Expenses	1,500.00
	Material	1000.00	3.99	Purchases	GST on Expenses	3,990.00
Subtotal						5,848.00
Total GST 10%						584.80
TOTAL						6,432.80
Less Payment 2 Jun 2018						6,432.80
AMOUNT DUE						0.00



INVOICE



Craig's Design and Landscaping Services
123 Sierra Way
San Pablo, CA 87999
noreply@quickbooks.com

INVOICE

BILL TO
Shara Barnett
Barnett Design
19 Main St.
Middlefield, CA 94303

INVOICE # 2003
DATE 09/22/2020
DUE DATE 10/21/2020
TERMS Net 30

SERVICE	ACTIVITY	QTY	RATE	AMOUNT
Lighting	Lighting	1	2500.00	2500.00
Gardening	Gardening	1	1000.00	1000.00
Thank you for your business and have a great day!				
SUBTOTAL				3500.00
DISCOUNT 10%				0.00
TOTAL				3500.00
BALANCE DUE				\$3500.00

Sales overview > Invoices >

Invoice INV-0027

Awaiting Payment

Preview

Email

Print PDF

Invoice Options

To	Date	Due Date	Invoice #	Reference	Branding Theme	Online Payments	Total
Ham Smith Pty	23 Sep 2022	23 Oct 2022	INV-0027	BookW-D	Standard	None. Get set up now	231.00
No address							
Add address							

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Amount AUD
BookW-D	Bookkeeping Work - BK onsite per day	1.00	210.00		Sales	GST on Income	210.00
Subtotal							210.00
Total GST 10%							21.00
TOTAL							231.00

Receive a payment

Amount Paid

Date Paid

Paid To

Reference

Add Payment



PIVOT TABLE

	A	B	C	D	E	F	G	H	I	J
1	Month	Category	Amount							
2	Jan	Transportation	74		Sum of Amount	Month				
3	Jan	Grocery	235		Category		Jan	Feb	Mar	Grand Total
4	Jan	Household	175		Entertainment		100	125	120	345
5	Jan	Entertainment	100		Grocery		235	240	260	735
6	Feb	Transportation	115		Household		175	225	200	600
7	Feb	Grocery	240		Transportation		74	115	90	279
8	Feb	Household	225		Grand Total		584	705	670	1959
9	Feb	Entertainment	125							
10	Mar	Transportation	90							
11	Mar	Grocery	260							
12	Mar	Household	200							
13	Mar	Entertainment	120							

CLIENTS AUDITED BOOKS

PERIOD 2021

ACCOUNT: BANKS

1. _____ LLC HAVE A TOTAL 1 BANK ACCOUNT. IN QUICKBOOKS BALANCE SHEET PAYONEER ACCOUNT SHOWED NEGATIVE BALANCES AMOUNTING -\$23,665.25 AND A PAYPAL BANK AMOUNTING \$ 1,884.44.

2. BANK AND QUICKBOOKS YEAR TO DATE BALANCE ARE NOT RECONCILED BY ALMOST -\$ 22,401.90.

BANK ACCOUNTS	BANK	QUICKBOOK	VARIANCE
Chase Bank Operating Account	10,943.04	33,344.94	-22,401.90
Total	10,943.04	33,344.94	-22,401.90

- 3. NO MONTHLY BANK RECONCILIATION WAS MADE FOR THE WHOLE YEAR 2021.
- 4. THERE ARE A TOTAL OF 587 TRANSACTIONS THAT NEED TO BE ADDED/MATCHED.

ACCOUNT: OTHER CURRENT ASSETS

UNCATEGORIZED ASSETS HAVE BALANCES OF \$ 22,345.69

ACCOUNT: CREDIT CARDS

- 1. THERE ARE 5 CREDIT CARD ACCOUNTS;

CREDIT CARDS	BANK	QUICKBOOK	VARIANCE
American Express Credit Card (Amex)	6,810.76	7,910.12	-1,099.36
Chase Bank Credit Card (6428/7045)	19,999.67	21,176.92	-1,177.25
Chase Bank (7542)	4,664.66	8,970.84	-4,306.18
Discover CC (5755)	3,819.22	3,297.61	-7,116.83
Chase Bank Credit Card (2440/6720)	29,230.07	21,210.32	8,019.75
Total	56,885.94	62,565.81	-5,679.87

- 2. BANK AND QUICKBOOKS YEAR TO DATE ARE NOT RECONCILED BY - \$ 5,679.87. NOTABLE DIFFERENCE.
- 3. NO MONTHLY BANK RECONCILIATIONS WERE MADE FOR THE WHOLE YEAR 2021.
- 4. THERE IS A TOTAL OF 752 TRANSACTIONS THAT NEED TO BE ADDED/MATCHED.

ACCOUNT: EQUITY

UTILITIES SHOWED UP A NEGATIVE BALANCE OF -\$ 2,312.92, OPENING BALANCE OF EQUITY WITH -\$-12,519.32, AND RETAINED EARNINGS WITH A -\$ 81,654.13 IN THE BALANCE SHEET.

NEED TO REVIEW AND VALIDATE BALANCE AND CLOSE OPENING BALANCE EQUITY ACCOUNT. ACCOUNT.

INCOME QUICKBOOKS RECORDINGS OF INCOME ON BELOW ACCOUNTS FOR THE WHOLE YEAR 2021.

Income accounts	Recording of Sales
Amazon Canada	Sales Receipt
Consulting Income	Invoice and Sales Receipt
Amazon Income (Sales and Product Income)	Invoice and Sales Receipt
Shopify	Invoice
Waltermart	Sales Receipt

RECOMMENDATIONS:

CLEAN-UP:

1. CATEGORIZATION OF FOR REVIEW TRANSACTIONS TO ITS PROPER ACCOUNT AS TO INCOME, EXPENSE OR BALANCE SHEET ITEMS.
2. MONTHLY BANK RECONCILIATION OF 3 ACCOUNTS BASED ON BANK STATEMENT CUT-OFF BALANCE. THIS IS TO ENSURE THAT ALL TRANSACTIONS IN THE BANK ARE RECORDED AND RECONCILED IN BOOKS.
3. MONTHLY CREDIT CARD RECONCILIATION OF 5 ACCOUNTS BASED ON BANK STATEMENT CUT-OFF BALANCE TO ENSURE THAT ALL EXPENSES AND PURCHASES ARE RECORDED AND RECONCILED IN BOOKS.
4. VALIDATE CASH AND CREDIT CARD BEGINNING BALANCES, REVIEW AND CORRECT OPENING BALANCE EQUITY ACCOUNT.

MONTHLY MAINTENANCE:

1. CATEGORIZATION OF TRANSACTIONS TO ITS PROPER ACCOUNTS AS TO INCOME, EXPENSE AND BALANCE SHEET ITEMS.
2. MONTHLY RECONCILIATION OF 3 BANK AND 5 CREDIT CARDS TO ENSURE THAT ALL TRANSACTIONS ARE RECORDED AND NO DOUBLE ENTRY OF TRANSACTIONS.
3. RECORD AND RECONCILE ALL SETTLEMENT PAYMENT.
4. GENERATE MONTHLY PROFIT AND LOSS STATEMENT
5. GENERATE MONTHLY BALANCE SHEET REPORT

DELIVERABLES OF REPORTS:

1. BALANCE SHEET AS OF DECEMBER 31, 2021.
2. PROFIT AND LOSS REPORT FOR THE PERIOD JANUARY TO DECEMBER 31, 2021
3. RECONCILIATION REPORT
 - MONTHLY BANK RECONCILIATION FOR 3 ACCOUNTS
 - MONTHLY CREDIT CARD RECONCILIATION FOR 5 ACCOUNTS
 - RECONCILIATION OF AMAZON SETTLEMENT REPORT

CLIENT SHOULD PROVIDE THE FOLLOWING DATA:

1. STORE AND SHARE THE FOLLOWING DATA IN GOOGLE DRIVE IN PDF FORMAT PER ACCOUNT:
 - 3 BANK STATEMENTS
 - 5 CREDIT CARD STATEMENT

VALUE-ADDED SERVICE:

24/7 COMMUNICATION ACCESS VIA EMAIL OR SKYPE OR FACEBOOK FOR CONSULTATION