

WHITFIELD & ASSOCIATES LLC

990 Fee Schedule and Checklist

The fees and forms required will depend on your total revenues (before expenses) for the tax year 2009.

Total Revenues under \$25,000 – Includes 990N and State Filing - \$100

- Payment for \$100 payable to Whitfield & Associates LLC.
- Sign and date the Tax Engagement Disclosure for Businesses
- Income Statement or Profit and Loss Statement for the year 2009.
 - o If you are tracking your financial information by hand, please provide your total income and expenses by category using our Income Statement Worksheet.
- Balance Sheet as of 12/31/09
 - o If you are tracking your financial information by hand, please complete our Balance Sheet Worksheet.
- Name and address of your bank, and the bank account #.

Total Revenues under \$500,000 (New Limit for 2009!) – Includes 990EZ and State Filing - \$350

- Payment for \$350 payable to Whitfield & Associates LLC.
- Sign and date the Tax Engagement Disclosure for Businesses.
- Peachtree or QuickBooks accounting back-up file or...
 - o Income Statement or Profit & Loss Statement for the year 2009.
 - o Balance Sheet as of 12/31/09.
 - o If we do not receive a back-up file, we may request additional information from your accounting system.
- Name and address of your bank, and the bank account #.
- List of Board Members (Name, Address, Title, Avg. # of hours worked or volunteered per week)
- Compensation paid during 2009 to each board member.
- Expense reimbursements paid to each board member.
- Contributors of \$5,000 or more – provide name and address.
- Additional information will be requested as we work on your return.

Total Revenues \$500,000 or more –990 and your State Filing - \$550.

- Payment for \$550 payable to Whitfield & Associates LLC
- See list of additional items above for revenues under \$500,000.

Your information may be submitted via email to: bwhitfield@churchcpa.com

NEW! CHECK BY FAX! No More Mail Delays!
FAX YOUR DOCUMENTS AND CHECK TO 888-553-3170.
We will process and electronic version of your check.

We must receive your payment in order to start your project.

Tax Preparation Engagement Disclosure

This Tax Preparation Engagement Disclosure confirms our understanding of the terms and objectives of our tax services engagement and to clarify the nature and conditions of the tax services to be provided. We will prepare the business federal and state income tax returns for calendar year 2009.

We will provide questionnaires and worksheets to guide you in organizing the information we need to prepare your tax returns. It is your responsibility to provide us with all the information necessary for the preparation of complete and accurate income tax returns. We will not verify the information you give us; however we may ask for additional clarification of some information.

You have received our client tax organizer. A properly completed organizer will minimize potential errors, help hold down the cost of preparing your returns and generally allow us to serve you better.

Our fees for tax services are calculated by the form. Any additional services that may be required such as bookkeeping to organize and total receipts, unexpected tax law research or calculating asset cost basis for sales will be billed at the rate of \$100 per hour. Our bills are due when you receive them.

Your documents are subject to examination by the taxing authorities. In the event of an audit, you may be required to produce documents, records or other evidence to substantiate items of income and deduction shown on a tax return. If an examination occurs, we will accompany you if you so desire; however this additional service is not part of this tax return preparation engagement and not included in our fee for preparation of your returns.

It is important that you know the law imposes a penalty if a taxpayer makes a substantial understatement of tax liability. For individual taxpayers, a substantial understatement occurs when the understatement for the year exceeds the greater of 10% of the tax required to be shown on the return or \$5,000. The penalty is 20% of the tax underpayment.

You should also know that the IRS audit procedures will almost always include questions on bartering transactions and on deductions that require strict documentation such as travel and entertainment expenses and expenses for business usage of autos and computers. In preparing your returns, we rely on your representations that we have been informed of all bartering transactions and that you understand and have complied with the documentation requirements for your expenses and deductions. If you have questions about these issues, please contact us.

Our tax return preparation engagement ends upon delivery of your tax returns for filing. Any follow-up services required (such as accompanying you to an IRS audit) will be deemed to be a separate engagement and will be governed by the terms and conditions of a separate engagement letter. You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of this engagement will be limited to the amount of our fees for this engagement, except to the extent determined to result from our gross negligence or willful misconduct.

We are available to provide you with additional, ongoing tax planning advice but we are not obligated to do so unless you specifically request an additional tax planning engagement. It is our policy to put all tax planning advice in writing. You should not rely on any advice that has not been fully reviewed and put in writing by our firm (either on your tax returns or in a separate, advisory letter).

Certain communications involving tax advice between you and our firm may be privileged and not subject to disclosure to the IRS. By disclosing the content of those communications to anyone or by turning over information about those communications to the government, you may be waiving this privilege. To protect your right to privileged communication between yourself and our firm, please contact us or your attorney prior to disclosing any information about our tax advice to anyone. If, during our work, we discover information affecting your prior year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue.

If the tax services and terms outlined above are in accordance with your understanding of our engagement, please sign this letter in the space provided and return one copy in the enclosed envelope along with the questionnaire and any supporting documents.

Sincerely,



Belinda Whitfield
Manager, Certified Public Accountant

The foregoing is in accordance with my understanding of your engagement to provide tax return preparation services. The terms described in this letter are acceptable and hereby agreed to.

AGREED AND ACCEPTED:

Company Name: _____

Name (Please Print) _____ Title _____

Signature: _____ Date: _____

Income Statement

Tax Year _____

Name of Organization: _____

(Complete this worksheet ONLY if your organization does not use an accounting program or MSExcel.)

Income

Contributions Income	_____
Special Events Income	_____
Book/Tape Sales Income	_____
Other Income (please describe)	_____
Interest Income	_____
Total Income	=====

Expenses

Rent	_____
Utilities	_____
Supplies	_____
Insurance	_____
Licenses & State Fees	_____
Telephone	_____
Advertising	_____
Equipment Lease Payments	_____
Travel Expenses	_____
Interest on Mortgage	_____
Interest on Other Loans	_____
Consulting Fees	_____
Programs & Activities	_____
Special Events	_____
_____	_____
_____	_____
_____	_____
Total Expenses	=====

Balance Sheet

Tax Year _____

Name of Organization: _____

(Complete this worksheet ONLY if your organization does not use an accounting program or MSEXcel.)

List of Bank Accounts:

Indicate Bank Name	Bank Account #	Balance as of 12/31/09
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Receivables Did anyone owe money to your organization as of 12/31/06? ___ Yes ___ No

If yes, list their name and the amount owed.

<u>Name</u>	<u>Amount owed as of 12/31/09</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Major Purchases (Furniture, Equipment, Vehicles, Buildings)

Description	Cost (\$)	Month/Year Purchased
_____	_____	_____/____
_____	_____	_____/____
_____	_____	_____/____
_____	_____	_____/____
_____	_____	_____/____

Loans from Board Members

Did the organization borrow money from any board members? ___ Yes ___ No

If yes, list the name of the board member and the balance due as of 12/31/09.

<u>Name</u>	<u>Amount owed as of 12/31/09</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Loans, Credit Cards, Mortgages, and Other Debt

Did the organization owe money on any credit cards, loans, or mortgages? ___ Yes ___ No

If yes, list the name of the company or lender and the balance due as of 12/31/09.

<u>Name</u>	<u>Amount owed as of 12/31/09</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____