



# Accounting and Business Services for Planet Smoothie

Franchise Business Systems Offers a Complete Package of Services and Support for Planet Smoothie Owners.

Let Us Put the Experience and Expertise That We Have Gained Assisting New and Existing Franchise Owners to Work for You.



We Will Be There for You When You Need Us. Just Give Us a Call.

(800) 382-1040



# Services Offered

- Monthly Accounting Service
- Payroll Service
- Tax Preparation & Planning
- Business Plan Development
- Lease vs. Buy Analysis
- Incentive Plan Development
- Bookkeeping Support & Training
- Business Analysis
- Audit Representation





# Monthly Accounting Service Reports

- Profit & Loss Statement
- Balance Sheet
- Departmental Gross Margin Statements
- Budget vs. Actual Comparisons
- 12 Month Income & Expense Comparisons
- Cash Flow Statements
- Complete Transaction Detail Reporting
- Sales & Gross Profit Graphs
- Bank Reconciliation
- Sales Tax Preparation
- Quarterly Payroll Tax Returns





# Monthly Accounting Service Also Includes

- Free Bookkeeping System Set-Up
- Free Web Based Bookkeeping Software
- Free Bookkeeping Training & Support
- Free Business Consulting
- Free Tax Planning
- Free Unlimited Telephone Support
- Free Support For All Sales Tax Questions
- Free Support For All Employment Questions
- Free Monthly Business Analysis Notes
- Assistance With Financing & Bank Paperwork

Our basic monthly accounting fee is \$295.00 per month and covers the complete monthly accounting service.





# Monthly Accounting Service Setup

There is a one time setup fee for all new Planet Smoothie monthly accounting service clients of \$500.00

This fee covers the following services.

- Assistance with Planet Smoothie business plan
- Pre opening meetings or telephone consultations
- Review of asset purchase and purchase allocations
- Application for sales and other tax ID numbers
- Accounting system and report set-up
- Assistance with financing analysis
- Accounting for pre opening transactions



# Payroll Services

- Free set-up
- Free checks
- Free basic maintenance
- Free new employee set-up
- Free new hire reporting
- Free rehires
- Free departmentalization
- Fast payroll turnaround
- We handle all payroll tax deposits
- We handle all payroll tax returns
- We prepare all W-2s
- We handle all garnishments
- Personal service
- Direct Deposit Available





**FRANCHISE  
BUSINESS  
SYSTEMS, INC.**

# Payroll Service Fees

| Number of Employees | Fee per Pay Period |           |         |
|---------------------|--------------------|-----------|---------|
|                     | Weekly             | Bi-Weekly | Monthly |
| 1                   | 30.00              | 35.00     | 45.00   |
| 2                   | 31.00              | 36.00     | 46.00   |
| 3                   | 32.00              | 37.00     | 47.00   |
| 4                   | 33.00              | 38.00     | 48.00   |
| 5                   | 34.00              | 39.00     | 49.00   |
| 6                   | 35.00              | 40.00     | 50.00   |
| 7                   | 36.00              | 41.00     | 51.00   |
| 8                   | 37.00              | 42.00     | 52.00   |
| 9                   | 38.00              | 43.00     | 53.00   |
| 10                  | 39.00              | 44.00     | 54.00   |
| 11                  | 40.00              | 45.00     | 55.00   |
| 12                  | 41.00              | 46.00     | 56.00   |
| 13                  | 42.00              | 47.00     | 57.00   |
| 14                  | 43.00              | 48.00     | 58.00   |
| 15                  | 44.00              | 49.00     | 59.00   |
| 16                  | 44.75              | 49.75     | 59.75   |
| 17                  | 45.50              | 50.50     | 60.50   |
| 18                  | 46.25              | 51.25     | 61.25   |
| 19                  | 47.00              | 52.00     | 62.00   |
| 20                  | 47.75              | 52.75     | 62.75   |

Fee of \$5.00 per W-2 (minimum \$10.00)  
at year end

\* Includes second day delivery, express delivery  
may require an additional charge





# Tax Services

- **Our tax department provides complete tax preparation, tax planning, and audit representation services.**
- **Because we specialize in helping Planet Smoothie owners, we keep up on all the latest tax matters that affect your business.**
- **We also help you to comply with the sales tax rules for your state.**
- **Our year round tax planning services, will help make sure you pay the lowest tax the law allows.**
- **We can help you take advantage of the new Work Opportunity Tax Credit. (This credit could reduce your taxes by up to \$6000.00 for every qualifying employee.)**



# Nationwide Service

We currently serve franchises in the following states:

- \* Arizona
- \* Pennsylvania
- \* Delaware
- \* Virginia
- \* Texas
- \* Florida
- \* Georgia
- \* Alabama
- \* California
- \* Tennessee
- \* North Carolina
- \* Colorado



**Through the use of the internet, FedEx, fax machines, and of course, our 800 telephone number, we are able to serve store owners as quickly and conveniently as if we were right next door.**



# **New Franchisee Setup Outline**

## **First Meeting or Telephone Consultation**

### **New Franchisee Consultation**

- 1) **Review accounting needs and services available**
- 2) **Review choice of business entity**
- 3) **Review business plan & financial information**

## **Second Meeting or Telephone Consultation**

### **Franchisee Store Site Approved By Planet Smoothie (Pre school)**

- 1) **Complete accounting services agreement**
- 2) **Assist with completion of Planet Smoothie business plan**
- 3) **Assist with loan packages and financing applications**

## **Third Meeting or Telephone Consultation**

### **Pre Opening Meeting or Telephone Consultation**

- 1) **Complete sales tax application**
- 2) **Complete DBA paperwork**
- 3) **Setup payroll service & payroll information**
- 4) **Review pre opening expenses**
- 5) **Set-up daily accounting procedures**



# **New Franchisee Setup Outline**

## **After Opening**

### **Fourth Meeting or Telephone Consultation**

- 1) Review daily close out and bank deposit procedures**
- 2) Review new employee set-up for I-9s & W-4s**
- 3) Review sales tax rules**
- 4) Review monthly records needed for accounting**
- 5) Provide additional record keeping training**

### **5 Days After End of First Month Open**

### **Fifth Meeting or Telephone Consultation**

- Review items needed for monthly accounting**
- Review deadlines for sales taxes, payroll taxes and monthly reports to Planet Smoothie**
- Review business plan and steps taken to implement**
- Answer franchisee questions**

### **29 Day of Month After Opening**

- 1) Review financial statements and notes with owner**