

We are the leading Cannabis firm since 2009 and are excited to be able to help your Cannabis organization with their accounting needs. Below is a summary of the services we can provide on a monthly basis.

	Month-end	Bookkeeping Basic	Bookkeeping Plus	Outsourced Controller
<b>Services Provided:</b>				
Reconcile bank and credit card accounts [1]	X	X	X	X
Balance sheet account reconciliations	X	X	X	X
Review income statement detail and classifications	X	X	X	X
Online QuickBooks subscription [2]	X	X	X	X
Record bank and credit card transactions [1]		Bi-weekly	Weekly	Daily
Fixed asset management [5]		X	X	X
Accounts payable management		X	X	X
Online bill pay using Mineral Tree [3]		X	X	X
Invoicing management [5]			X	X
Payroll management [4] [5]			X	X
App integrations management and support [5]				X
Custom monthly reporting			X	X
Budget management				X
Monthly collaborative meetings			X	X
Weekly collaborative meetings				X
Financial document storage [6]		X	X	X
Sales and Use tax reporting [7]		X	X	X
Tax preparer access [5]	X	X	X	X
Unlimited email support [5]	X	X	X	X

**Additional Information**

1. Up to 5 accounts with 1,000 or fewer transactions per month
2. App fees not included
3. Mineral Tree subscription included (1 user, up to 50 transactions per month), banked clients only
4. Payroll management does NOT include subscription fee to payroll providers
5. Additional charges may apply based on the complexity of workflow (to be discussed prior to incurring charge)
6. Documents subject to firm document retention policies
7. Up to 2 states

**Mineral Tree fees:**

Additional transactions - \$2.50 capture/\$1.50 invoice payment

**Additional Services offered:**

Inventory costing	Fixed asset management
1099 processing and electronic filing	Payroll processing
Clean up, catch up, custom work	Property tax returns
QuickBooks training	Annual business reporting
Sales and Use tax reporting	Audit support

**HEIDI M. HEBERT** is a manager in the Outsourcing department of the firm. She has 18 years of experience in accounting working for public accounting firms as well as an accounting manager for a privately held company. Heidi is a Certified Public Accountant. She received her B.S. in Accounting from Minnesota State University, Moorhead.

Heidi’s areas of expertise include software training and support, monthly financial reporting, and budget and cash flow management.

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**CALVIN P. SHANNON** is a Principal of Bridge West LLC. With more than 15 years of experience, Calvin provides tax, audit, advisory, estate planning, and trust services. He also has experience in business valuation services and in employee benefit plan audits.

Calvin is skilled at understanding clients’ challenges and opportunities, and working with them to develop and implement innovative and unique solutions.

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**BRANDON VAN ASTEN** is a senior in the consulting & audit departments of the firm. He is a Certified Public Accountant with 4 years of public accounting experience and received his B.S. in Accounting and Entrepreneurship from University of Wisconsin Whitewater. Brandon is passionate about cannabis law reform and industry trends and finds enjoyment in assisting clients through complex accounting issues.

Brandon’s areas of expertise include inventory costing, financial projections, audits, and 280E tax mitigation and compliance.

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