



BOOKKEEPING SERVICES
IN COORDINATION WITH
ACCOUNTING TEAMS



2

Dear CPA and Accounting Team,

Thank you for considering Peak Advisory for your client referrals. We understand that referring a client is a reflection of your professional reputation. Our goal is to extend your team, not replace it, by delivering clean, accurate, and timely financials while keeping you fully informed.

This document will show you exactly what to expect from our monthly bookkeeping services, complete with examples of the deliverables.

When you refer a client to Peak Advisory:

- Monthly books are closed on time, every month.
- Financial statements are accurate and reconciled.
- You, as their trusted accountant, always have real-time access to client books (QuickBooks Online, Xero, or your client's platform).
- Communication is structured and proactive, including an insightful cover letter included with every monthly report delivered via email to the client and you, the accounting team.

I look forward to serving as an extension of your team,

Jakob Kirschner
Peak Advisory LLC
jk@peakadvisory.us
719-445-1770



Month-End Close Process

We follow a standardized month-end close process to ensure consistency and quality.

Timeline: Books are closed by the 10th business day of each month, and all reporting is delivered via email to client and accounting team.

Step 1 – Pre-Close Setup:

- Weekly review of transactions, categorization, and flagging of exceptions
- Monitoring accounts receivable and accounts payable

Step 2 – Close Kickoff:

- Confirm prior month period
- Notify client of document upload deadlines
- Review open issues

Step 3 – Transaction Review & Adjustments:

- Finalize categorization of all transactions
- Post adjusting journal entries: depreciation, prepaids, accruals, unearned revenue
- Check for duplicates and missing entries

Step 4 – Account Review:

- Review all bank, credit card, and key balance sheet accounts
- Flag unusual balances or misclassifications

(Continued on next page.)



Step 5 – Reconciliation:

- Perform reconciliation for accounts with available statements
- For accounts with delayed statements (e.g., loans):
 - Estimate monthly activity for inclusion in month-end close
 - Flag pending accounts for final reconciliation once statements are available

Step 6 – Financial Reporting:

- Generate monthly Profit & Loss and Balance Sheet, as well as AR Aging report
- Review for reasonableness and note major changes or one-time items
- Final review of all accounts and adjustments
- Deliver financial statements to client
- Notify CPA of completed month-end close and any pending reconciliations



5

Example: Profit and Loss

	Jan 2026	Feb 2026	Mar 2026	Apr 2026	Total
Income					
45100 Job Income	42,852.94	46,768.98	92,963.78	246,464.60	429,050.30
45998 Revenue Adjustment - WIP	20,137.34	2,311.81	958.63	-19,489.57	3,918.21
Total for Income	62,990.28	49,080.79	93,922.41	226,975.03	\$432,968.51
Cost of Goods Sold					
50800 Equipment Rental for Jobs	12,307.74	5,524.62	9,520.11	37,859.34	65,211.81
51400 Job Materials Purchased	4,575.50	5,914.49	24,489.78	27,150.03	62,129.80
52000 Other Job Related Costs					
52100 Fuel - Diesel - Gas Costs	3,425.95	2,527.43	2,208.65	10,480.58	18,642.61
52200 Dump/Disposal Fees	3,137.81	8,084.30	8,178.92	2,809.57	22,210.60
52300 Lodging for Away Jobs	1,522.89	1,823.06	3,566.04	2,951.11	9,863.10
52400 Bond Premiums	802.00	8,050.00	12,210.00	0	21,062.00
52500 Other job related costs	823.26	0	25.00	792.03	1,640.29
Total for 52000 Other Job Related Costs	9,711.91	20,484.79	26,188.61	17,033.29	\$73,418.60
53000 Allocated Machine Costs	5,130.00	5,777.80	3,949.49	12,363.03	27,220.32
53600 Subcontractors Expense					
53610 Trucking Expenses	5,905.49	8,664.25	0	12,508.50	27,078.24
53620 Subcontractor Expenses Other	10,200.00	875.00	2017.42	32829.34	45,921.76
Total for 53600 Subcontractors Expense	16,105.49	9,539.25	2,017.42	45,337.84	\$73,000.00
53800 Tools and Small Equipment	45.62	16.50	133.77	264.05	459.94
54000 Payroll Expenses					
54100 Worker's Compensation Insurance	1,155.00	0	0	-1,807.04	-652.04
54200 Wages Expense	27,590.09	24,940.27	29,075.49	51,510.40	133,116.25
54210 Payroll Taxes				8,241.43	8,241.43
54220 Garnishment/Child Support Payable	557.71	561.71	135.38	156.48	1,411.28
54240 Payroll Reimbursements (Material)	0	0	0	3,470.67	3,470.67
54250 Payroll Reimbursements (Mealeage)	213.30	237.80	0	0	451.10
Total for 54000 Payroll Expenses	29,516.10	25,739.78	29,210.87	61,571.94	\$146,038.69
Total for Cost of Goods Sold	77,392.36	72,997.23	95,510.05	201,579.52	\$447,479.16
Gross Profit	-14,402.08	-23,916.44	-1,587.64	25,395.51	-\$14,510.65
Expenses					
60100 Auto and Truck Expenses	444.95	482.38	51.38	2,561.26	3,539.97
60400 Bank Service Charges	162.81	8.98	60.82	55.00	287.61
61000 Business Licenses and Permits	113.24	0	25.00	0	138.24
61200 Softw are Subscriptions	1,626.52	1,682.70	2,369.14	3,195.33	8,873.69
61600 Marketing and Sales Expense	2,900.50	143.09	250.73	75.73	3,370.05
62400 Depreciation Expense	5,204.34	5,204.34	5,204.34	8,394.69	24,007.71
63300 Insurance Expense	4,209.76	4,209.76	973.55	973.55	10,366.62
63400 Interest Expense	3,442.18	3,326.70	3,150.69	3,277.16	13,196.73
634001 MCA Financing Fees	0	0	0	1,701.34	1,701.34
63600 Late Fees	25.00	0	0	0	25.00
64300 Meals and Entertainment	97.88	122.54	0	0	220.42
64900 Office Supplies	58.86	77.92	0	701.01	837.79
64950 Construction General Supplies	21.16	425.74	123.16	195.63	765.69
65000 OH Payroll Expenses					
65200 OH Wages & Salaries	0	0	0	1,968.34	1,968.34
65210 OH Payroll Taxes	0	0	0	252.57	252.57
65250 OH Payroll Reimbursement (Mealeage)	0	0	0	56.91	56.91
Total for 65000 OH Payroll Expenses	0.00	0.00	0.00	2,277.82	\$2,277.82
66700 Professional Fees	2,399.00	754.32	1,849.00	2,139.00	7,141.32
66800 Training	100.00	0	0	0	100.00
67200 Repairs and Maintenance	224.88	1,007.92	1,200.52	3,581.39	6,014.71
67300 Small Tools and Equipment Expense	1,937.68	814.66	2,928.63	2,826.54	8,507.51
68100 Telephone Expense	87.77	88.07	88.72	233.73	498.29
69000 Allocated Equipment Overhead	-5,130.00	-5,777.80	-3,949.49	-12,363.03	-27,220.32
Total for Expenses	17,926.53	12,571.32	14,326.19	19,826.15	\$64,650.19
Net Operating Income	-32,328.61	-36,487.76	-15,913.83	5,569.36	-\$79,160.84
Other Income					
70000 Other Misc. Income					
70200 Cash Rewards	310.71	0	81.97	128.07	520.75
70400 Gain on Sale of Assets	0	0	586.54	0	586.54
Total for 70000 Other Misc. Income	310.71	0.00	668.51	128.07	\$1,107.29
Total for Other Income	310.71	0.00	1,255.05	128.07	\$1,693.83
Net Other Income	310.71	0.00	1,255.05	128.07	\$1,693.83
Net Income	-32,017.90	-36,487.76	-14,658.78	5,697.43	-\$77,467.01

I maintain separate accumulated depreciation accounts for each asset. This provides granular visibility into each asset's carrying value, simplifies asset disposals, and supports accurate allocation of depreciation expense — whether for job costing, departmental reporting, or tax purposes.

Rather than recording depreciation as a single year-end entry, I post depreciation monthly. This keeps the books current throughout the year so that profit & loss statements reflect realistic asset costs in each period, not a large year-end adjustment that distorts interim reporting.



Example: Balance Sheet

Liabilities and Equity

Liabilities

Current Liabilities

Accounts Payable

20000 Accounts Payable	196,594.70
------------------------	------------

Total for Accounts Payable	\$196,594.70
-----------------------------------	---------------------

Credit Cards

20100 American Express CC	23,537.36
---------------------------	-----------

20110 BILL.com Spend & Expense Credit Card	5,968.20
--	----------

Total for Credit Cards	\$29,505.56
-------------------------------	--------------------

Other Current Liabilities

20200 CAT CARD Line of Credit	7,607.02
-------------------------------	----------

20300 MCA GCM Prime	61,712.22
---------------------	-----------

24000 Payroll Liabilities	5,079.77
---------------------------	----------

Total for Other Current Liabilities	\$74,399.01
--	--------------------

Total for Current Liabilities	\$300,499.27
--------------------------------------	---------------------

Long-term Liabilities

25100 ENT Loan General	9,075.80
------------------------	----------

25200 ENT Loan for F-350	16,952.31
--------------------------	-----------

25300 Loan for CAT 304 Excavator - Wagner Equipment	63,729.57
---	-----------

25310 Loan for CAT 323 Excavator - Wagner Equipment	235,324.92
---	------------

25320 Owner Loan	51,000.00
------------------	-----------

25400 SBA Loan DreamSpring	192,750.00
----------------------------	------------

25500 Equipment Seller Financing	196,862.50
----------------------------------	------------

Total for Long-term Liabilities	\$765,695.10
--	---------------------

Total for Liabilities	\$1,066,194.37
------------------------------	-----------------------

Equity

31000 Owner's Equity

31100 Owner's Draw	-150,355.14
--------------------	-------------

31200 Owner's Contribution	131,054.36
----------------------------	------------

Total for 31000 Owner's Equity	-\$19,300.78
---------------------------------------	---------------------

32000 Retained Earnings	68,920.04
-------------------------	-----------

Net Income	-78,053.55
------------	------------

Total for Equity	-\$28,434.29
-------------------------	---------------------

Total for Liabilities and Equity	\$1,037,760.08
---	-----------------------

It's worth noting that I post operational depreciation — spreading the cost of each asset over its useful life regardless of tax treatment. If accelerated methods or first-year expensing (such as bonus depreciation or Section 179) are advantageous at tax time, I'm happy to accommodate adjusting journal entries at year-end to bring depreciation in line with whatever the CPA team determines is appropriate.

The goal is clean, meaningful books throughout the year, with full flexibility for tax optimization at year-end.



7

Example: A/R Aging Report

	Date	Transaction type	Num	Customer full name	Due date	Amount	Open balance
91 or more days past due							
	06/15/2025	Invoice	37	ABC Constructors	07/15/2025	32,998.48	1,649.92
	07/18/2025	Invoice	44	ABC Constructors	08/17/2025	42,883.32	2,144.17
	07/22/2025	Invoice	46	ABC Constructors	08/21/2025	10,834.98	541.75
	08/22/2025	Invoice	50	ABC Constructors	09/21/2025	22,225.54	1,111.26
	08/28/2025	Invoice	52	ABC Constructors	09/27/2025	5,418.74	270.94
	12/17/2025	Invoice	69	ABC Constructors	01/16/2026	26,385.67	1,319.28
	12/21/2025	Invoice	71	ABC Constructors	01/20/2026	13,356.23	667.82
Total for 91 or more days past due						\$154,102.96	\$7,705.14
61 - 90 days past due							
	01/26/2026	Invoice	78	ABC Constructors	02/25/2026	19,262.21	963.11
Total for 61 - 90 days past due						\$19,262.21	\$963.11
31 - 60 days past due							
	02/25/2026	Invoice	82	ABC Constructors	03/27/2026	30,852.05	1,542.60
	02/25/2026	Invoice	86	ABC Constructors	03/27/2026	15,319.17	765.96
Total for 31 - 60 days past due						\$46,171.22	\$2,308.56
1 - 30 days past due							
	03/16/2026	Invoice	89	ABC Constructors	04/15/2026	597.76	597.76
	03/20/2026	Invoice	88	ABC Constructors	04/19/2026	28,772.12	28,772.12
	03/20/2026	Invoice	90	ABC Constructors	04/19/2026	27,573.37	27,573.37
	03/25/2026	Invoice	91	ABC Constructors	04/24/2026	30,022.27	30,022.27
Total for 1 - 30 days past due						\$86,965.52	\$86,965.52
CURRENT							
	04/16/2026	Invoice	95	ABC Constructors	05/16/2026	835.76	835.76
	04/19/2026	Invoice	96	ABC Constructors	05/19/2026	19,518.76	19,518.76
	04/20/2026	Invoice	97	ABC Constructors	05/20/2026	101,065.74	101,065.74
	04/20/2026	Invoice	98	ABC Constructors	05/20/2026	1,973.65	1,973.65
	04/21/2026	Invoice	99	ABC Constructors	05/21/2026	48,128.82	48,128.82
	04/21/2026	Invoice	100	ABC Constructors	05/21/2026	32,150.10	32,150.10
	04/21/2026	Invoice	101	ABC Constructors	05/21/2026	4,837.14	4,837.14
	04/24/2026	Invoice	102	ABC Constructors	05/24/2026	5,206.35	5,206.35
Total for CURRENT						\$213,716.32	\$213,716.32
TOTAL						\$520,218.23	\$311,658.65

Invoices in the 90+ day bucket may include retained amounts - fully earned but contractually withheld by the owner until project completion or other agreed milestones.

These are not delinquent receivables; they reflect standard construction contract terms and will be collected upon project closeout.

Example: Monthly Insights

1. Balance Sheet

- \$311K in receivables vs. \$39K cash. Getting collections in is the single biggest lever right now. The \$13.9K in underbilling should be invoiced immediately.
- Liabilities exceed assets by roughly \$28K, so equity is negative — the business is balance-sheet insolvent. Not unusual for a young, equipment-heavy contractor, but something to keep an eye on as debt gets paid down.

2. Income Statement

- April was the first profitable month of the year. Revenue nearly tripled from March (\$93K → \$227K) — if that volume holds, the business has a real path forward.
- Subcontractor costs spiked in April (\$45K vs. \$2K in March). If that's tied to the revenue jump, it's expected — but worth confirming those jobs are priced to cover it.

3. AR Aging Report

- Older invoices reflect standard 5% retainage, not collection issues. The 91+ day bucket shows \$7,705 open on \$154K billed — that's the contractual holdback, released upon job completion. Nothing to chase there. The actionable balance is the \$87K in 1–30 days past due, which should be the current collection focus.

4. Scope of this Commentary

- These notes are bookkeeping and cash-flow observations to support your work. They are not tax, audit, or investment advice, and we defer to you on all three.



What Makes Peak Advisory Different

- **Proactive Communication:** Standardized updates ensure CPAs are looped in on issues or opportunities. We send each monthly report to the accountant (on request) and firm stakeholders via email.
- **Professional Oversight:** We perform a thorough, personal review of all entries, including automated feeds
- **Flexible & Collaborative:** We adapt to client systems and workflows, and we refer back to the accounting firm when financial expertise is needed.
- **Real-Time Access:** CPAs can view client books in QuickBooks Online (or preferred bookkeeping platform) at any time.
- **A brief cover letter with actionable insights** delivered every month.



10

What It Costs Your Client

- Foundation — from \$600/month. Clean, current books and a complete monthly package. Your read access included as standard.
- Growth — from \$1,400/month. Foundation plus a quarterly CFO review, cash-flow forecasting, and goal accountability.
- Clarity — from \$2,200/month. Foundation plus monthly CFO partnership, a 12-month rolling forecast, and budget vs. actual.

All prices are starting points; final scope is set after a discovery call. Every engagement begins with Peak Start™ onboarding, priced by complexity and agreed before the first invoice.



Credentials & Competency

- BiggsKofford bookkeeping vetting test — perfect score
- Group Controller, STEGO Elektrotechnik GmbH — German GAAP and IFRS, exposure to US-GAAP and other international accounting frameworks
- Investment Controller, OPTIMA Packaging Group GmbH
- B.A. Management & Corporate Accounting, University of Applied Sciences Heilbron, Germany — top of class, 2017
- QuickBooks Level 1 Certification
- CFO Academy training — Michael King framework, applied in Peak Start™ and service management
- A decade in corporate group controlling, with audit and tax-side exposure
- Technical fluency: Excel with VBA, Power BI, SAP, Business Central/NAVISION, Xero
- Colorado Springs Chamber of Commerce member
- Demonstrated ability to deliver accurate, reconciled monthly books



Our Commitment to a Trustworthy Referral Relationship

We aim to make every referral risk-free for your reputation. Our team is available for immediate consultation with you, the accounting team, on any questions or changes you may require in this proposal of services. Here is our preferred contact method:

- **Book a 30-minute video call** whenever we need a quick discussion.
- **Call me at 719-445-1770**, when you just need a quick clarification.
- **Email me at jk@peakadvisory.us**, when you require a written record.

We look forward to serving you and building a bookkeeping partner you can refer with confidence.

I would like the opportunity to talk through this overview of our services. You may have suggestions for improvement, or additional questions about our capabilities that do extend beyond monthly bookkeeping. Please [consider booking a 30-minute video call](#) with me so I can learn more about what would serve you best.

Remember: We refer back. When a client's situation calls for tax planning, audit, or wealth management, we send them to you — not around you.

Regards,

Jakob Kirschner

CEO, Peak Advisory LLC

jk@peakadvisory.us | 719-445-1770 | www.peakadvisory.us