

Owner Peggy Hill

established Adjusting Entries in 1990.

*The Pennsylvania Department of Community and
Economic Development recently named Ms. Hill*

*one of the top 50 business women in
the state and she is one of 13 women
across the US to receive the
Enterprising Women award, in 2005.*

Our main product is SERVICE.

*We offer a complete line of accounting services
from order entry through monthly profit and loss statements.*

*We can do one part of your accounting system or
we can do all the bookkeeping.*

Our Mission

*Adjusting Entries is an accounting services
company that offers complete, timely and accurate
accounting, payroll, tax and financial consulting services.*

*We are dedicated to providing the highest level of
service within our industry. We accomplish this vision
by closely communicating with our clients about
their needs and by adhering to the highest ethical
standards applicable to our profession.*

**ADJUSTING
ENTRIES**

1352 Pittsburgh Road Valencia, PA 16059 724-898-2370 adjustingentries.com

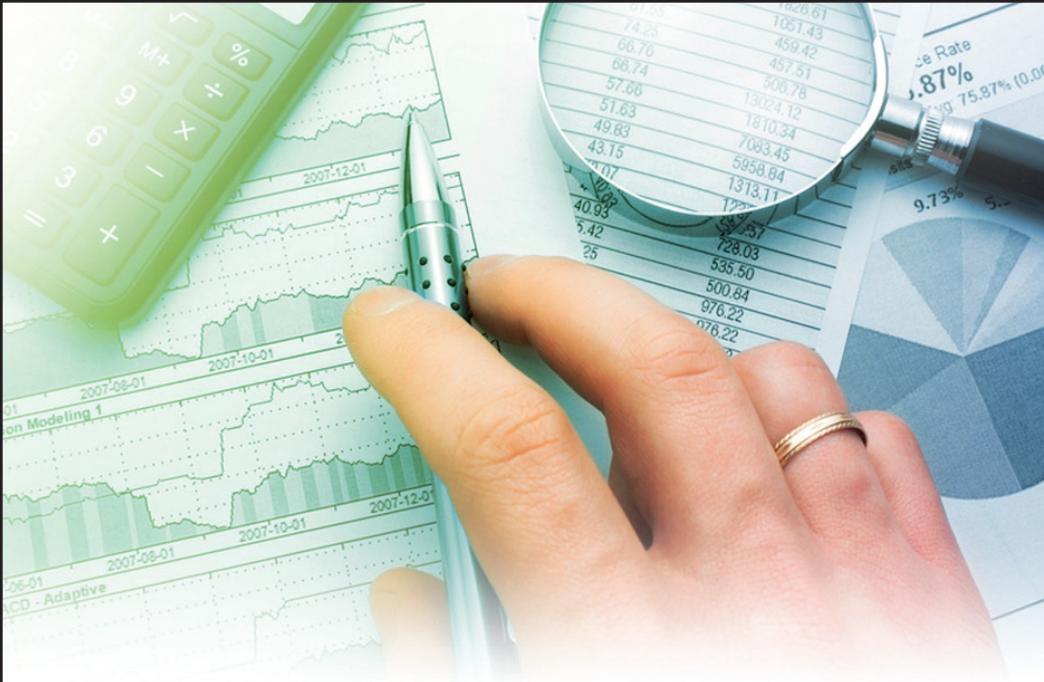
ADVANCED SOLUTIONS *in bookkeeping, payroll and taxes since 1990*

**ADJUSTING
ENTRIES**

CORE SERVICES

PAYROLL
BOOKKEEPING
INCOME TAX RETURNS
STARTING A BUSINESS

ADVANCED SOLUTIONS *in bookkeeping, payroll and taxes since 1990*



our core services

Payroll

- Payroll hours can be provided over the phone, fax, email and internet.
- Payroll checks can be processed manually or via direct deposit.
- Federal depository information will be provided to you. Tax payments are processed electronically.
- State income tax information will be provided to you. Tax payments are processed electronically.
- State Unemployment tax information will be provided to you. Transfer of funds will be made from your bank account.
- Quarterly tax reports will be filed in a timely manner including Local Earned Income Tax and Local Service Tax.
- All year-end tax reports will be filed and W-2's provided to your employees. New Hire Reports will be submitted to the state for you. Workers Compensation Audits can be performed in our office at no extra cost.

Bookkeeping

- **Accounts Receivable** – Bill your customer and track payments made and balance due. We can also send out monthly statements to your customers listing invoices due.
- **Accounts Payable** – Track all purchases, check pricing and log invoices for payment by due date.
- **General Ledger** – All transactions posted to general ledger and bank reconciliation performed on all bank accounts.
- **Financial Statements** – Monthly Balance Sheet and Income Statement prepared listing sales and expenses for the month and year to date. Also, analyze profit or loss for the same period.

Income tax returns

Adjusting Entries offers the latest in preparation of personal and small business tax returns. We take the time to talk to you about your taxes, look for deductions and check on tax credits. We also prepare tax returns for corporation, partnerships and sole proprietors. We will provide you with amounts for your estimated taxes for the following year. Federal and State returns are filed electronically.

Starting a business

Are you starting a new business? Need some help with the paper work? We are here to help. We have a program to help new business' handle the necessary paperwork. We will determine which forms you need and prepare the paperwork for the federal and state agencies. We will handle everything from preparing and submitting the SS-4 forms to filing the 1040 forms. Contact us today and you can concentrate on growing your business. *All with no extra year-end or quarterly charges.*

our clients are saying:



In 1999, both my wife and I retired. Immediately after retiring, we moved to a Caribbean island. It was wonderful, we were on the beach and it was warm and sunny everyday.

Unfortunately some real problems came along with this move. The mail and the bills continued to arrive, except there was no landing spot and nobody to handle paying the bills and to follow up on all of the little details of life,

My wife and I looked everywhere to find a “surrogate” for us. A friend suggested that we discuss with Peg Hill our needs and how her business “Adjusting Entries” and it’s staff and services could “fill the bill”.

It has been ten years and our arrangement has been a booming success. We handle information through the exchange of emails, Adjusting Entries has the authority to handle writing checks and implementing decisions as discussed and agreed upon.

When necessary they forward important papers to us via fedex. Our affairs get taken care of smoothly and without a lot of unnecessary time spent. What we pay for this service is highly competitive and to sum it up, “we could not live our life style without Adjusting Entries.”

DR. DICK WHITE Ph.D., *Communications and strategy consultant, retired BAYER SENIOR EXECUTIVE*

R & D Logistics, LLC. has been a client with Adjusting Entries since our inception in 1998. As with most new business start-ups there are many unknown factors that can be overwhelming. Peggy and her staff made the accounting transition portion of our business completely worry free.

The group at Adjusting Entries is cooperative and their attention to customer service is excellent. They insure every aspect in a professional and confidential manner. In addition, Peggy has always been there for advice and guidance for the ever changing landscape with regards to local, state and federal taxes.

Over the years we have had various accounting businesses offer proposals to handle our company’s accounting portion of our business. Because of the hard work and dedication of Adjusting Entries we have never entertained any of these proposals and have no intentions of taking our business elsewhere.

Finally, in today’s business climate where personal attention and customer service is sorely lacking, Adjusting Entries is a rarity as they provide the care and dedication to their clientele that is unmatched.

ANDREW PROCHASKA, *President*
R & D Logistics, LLC.