



Scope of Work (SOW) for The Grounds Guys/ Rain or Shine Landscaping/ Christmas Decor

Prepared By: Jimmie Needles, J2 Bookkeeping

Overview

This Scope of Work outlines the professional bookkeeping services to be provided using **Quickbooks Online**. These services are designed to offer full-spectrum financial oversight and accuracy for businesses with multiple entities, delivering streamlined reporting, reconciliations, and compliance readiness. This scope of work includes both Christmas Decor and The Grounds Guys

IClean Up and Setup Fee - 7,500 one time(broken into two parts). Monthly Recurring Fee - \$300 monthly.

One-Time Initial Fee – \$7,500

This fee covers the cleanup services, including:

- Streamlining Chart of Accounts
- Cleaning up 2024 & 2025 for Christmas Decor and The Grounds Guys
- Fixing errors in 2024 & 2025
- Correcting the undeposited funds balance for both 2024 & 2025
- Cleaning up the negative Credit Card and Balance sheet accounts
- Ensuring January 2024 & 2025 correct starting balances
- Ensuring correct final balances as of 12/31/2025

Monthly Recurring Fee – \$300

Ongoing services provided include:

1. Full-Cycle Bookkeeping Accounts Management

- Report to the owner and set up any additional needs deemed necessary.
- Manage the full accounting cycle, from journal entries to financial statement preparation.
- Maintain the general ledger and ensure all accounts are reconciled correctly.
- Reconcile any sales and use tax. (if applicable)
- Track fixed assets and calculate depreciation. (as needed)
- Maintain compliance with accounting principles and relevant regulations.
- Implement and maintain internal controls to safeguard company assets.

2. Transaction Management

- Record, classify, and reconcile all bank, credit card, and merchant transactions.
- Maintain general ledger accuracy.
- Handle bank reconciliations and credit card reconciliations.

3. Cash Flow Management

- Monitor cash flow and maintain cash position reports.

5. Financial Reporting & Analysis

- Prepare monthly, quarterly, and annual financial statements.
- Provide management with financial analysis and recommendations.
- Prepare year-end reports for tax accountants.

6. Reconciliation & Audit Support

- Monthly reconciliation of all bank, credit card, and loan accounts per entity.
- Assist with annual audits by preparing supporting schedules and documentation.

8. Technology & Integrations Support

- Maintain and troubleshoot integrations between Quickbooks Online and third-party applications (e.g., payroll providers, CRM, POS, e-commerce). If applicable.
- Recommend technology stack improvements for financial operations.

9. Client Communication & Reporting Cadence

- Monthly check-in calls if needed.
- Email support with a response time of 4 business hours.
- Quarterly strategic reviews.
- Text or call at any time with questions

10. Data Security & Confidentiality

- Adherence to industry standards for data privacy and confidentiality.
- Secure handling and storage of financial records and personally identifiable information (PII).

11. Scope Review & Adjustments

- Annual review of scope and pricing to align with client growth, complexity, or entity expansion.

12. Exclusions

- This agreement does not include income tax filing, legal advisory services, HR/payroll onboarding, or forensic audits.

Assumptions

- Clients will provide timely access to bank feeds, receipts, invoices, and financial documentation.
- Clients will pay all associated software expenses.

Limit of Liability

Client hereby agrees that **J2Bookkeeping LLC** total liability for any breach of this Agreement, for any failure to perform any term of this Agreement, for any claims relating to or arising out of its performance of this Agreement, and for its own ordinary negligence in any aspect of its relationship with Client, regardless of form of action, shall be limited to the most recent monthly amount billed for services agreed to hereunder as its exclusive remedy. Client agrees that it shall not make any claim against **J2Bookkeeping LLC** or Jimmie Needles beyond such amount of monthly account, and **J2Bookkeeping LLC** and Jimmie Needles may rely on this paragraph as a complete bar to any such claim.

More specifically, Client agrees that **J2Bookkeeping LLC** and **Jimmie Needles** are not, and shall not be deemed to be, liable for any losses resulting from advice provided by them or either of them, or from work done by them, or for loss of profits of Client or of any other party which may flow therefrom, whether it be direct or incidental, whether or not they have been advised of the possibility of such damages, and Client acknowledges and agrees to the same hereto.

Neither party may bring any action arising out of the services described in this Agreement, regardless of form, more than one year after the date of the last services provided. Limit of liability is limited to two (2) months of monthly fees to be returned to the customer.

Indemnification

As an additional consideration for **J2Bookkeeping LLC** to provide Client these services, Client agrees to release, indemnify, defend, and hold harmless **J2Bookkeeping LLC**, its partners,

officers, directors, members, employees, and agents from and against any and all claims, demands, suits, liabilities, losses, costs, and expenses (including attorneys' fees) arising out of or in connection with any known misrepresentations or fraud participated in by management or any employees of Client, or such errors resulting from incomplete or inaccurate information provided by management or any employees of Client, and such indemnity shall not be limited to the term of this Agreement but shall be ongoing even after its termination.

Governing Law

J2Bookkeeping LLC and Client both agree that regardless of where the client is domiciled and regardless of where this Agreement is physically signed, this Agreement shall have been deemed to have been entered into at **J2Bookkeeping LLC's** office located in **Comal County, TX, USA** and **Comal County, Texas, USA** shall be the exclusive jurisdiction for resolving disputes related to this Agreement. This Agreement shall be interpreted and governed in accordance with the Laws of **TEXAS**.

Terms

- **One-Time Setup Fee** due upon execution of agreement.
- **Monthly Fee** billed in advance on the 1st of each month.
- 30-day notice required for cancellation of ongoing services.

Signatures

By signing below, both parties agree to the terms outlined in this Scope of Work.

The Grounds Guys / Rain or Shine


Signature: admin (02/16/26 13:03 GMT-6) Date: 02/16/2026

Angela Severson
Office Manager

For J2 Bookkeeping

Signature: Jimmie Needles Date: 02/15/2026

Jimmie Needles
Owner & Founder

Scope of Work (SOW) for Grounds Guys.pdf-Final Audit Report

Basic Information

Document Name: Scope of Work (SOW) for Grounds Guys.pdf
Date Created: 2026-02-16 12:51:52
Last Modified: 2026-02-16 13:03:44
IP Address: 108.241.248.187
Status: Completed by admin@groundsguysnb.com
Owner: jimmie@j2bookkeeping.com
Signers: admin@groundsguysnb.com
Time Zone: America/Chicago

Activity History

jimmie@j2bookkeeping.com

Name:
Sent: 2026-02-16 12:51:52
IP Address: 108.241.248.187

admin@groundsguysnb.com

Name:
Email Opened: 2026-02-16 13:00:45
Viewed: 2026-02-16 13:01:04
Completed: 2026-02-16 13:03:44
IP Address: 70.114.21.200