



# Case Study 13

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## Bookkeeping for Age Care

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Meru accounting is helping a company based in United States to deal with various aspects of Bookkeeping for Age Care them manage books of accounts.

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We, at Meru Accounting, helps non-profit organisations dealing in age care businesses. We help organisations that have age-care business United States, United Kingdom, Singapore, Australia and New Zealand. Meru Accounting helps them deal with various aspects of bookkeeping and in managing books of accounts.

### Problems Faced:

1. Help auditors to get documentation of various aspects of bookkeeping.
2. Classification of all receipts & payments and income & expenditures.
3. Preparing receipts and payments account, with supporting documents.
4. Preparing income and expenditure account.
5. Deriving the cost incurred in maintaining facilities.

### Process Followed:

1. Recording of all the expenses incurred.
2. Matching of bank feeds on a regular basis.
3. Managing accounting receivables for proper flow of cash.

4. Downloading bank transactions via bank downloads and import them to the accounting software.

5. Some of the management reports we generate are as follows:

- a. Monthly income and expenditure account
- b. Monthly receipts and payment accounts
- c. Monthly balance sheet
- d. Monthly salary to care-takers

Review of budget vs actual needs to be done in a timely manner.

## Checklist of tasks to be done

SN	Area	Task	Frequency	Person Responsible
1	Bank	Clearing of undeposited funds	Daily	
2	Account Receivable	Reconcile account receivable to the accounting software	Weekly	
3	Bank	Payment of salaries through bank transactions	Monthly	
4	Bank	Accounting and reconciliation	Twice Weekly	
5	Account payable	Recording of all the accounting payables for all the bills received.	Weekly	

6	Monthly tasks	Accounting for prepaid expenses	Monthly
7	Monthly tasks	Reversal for prepaid expenses	Monthly
8	Monthly tasks	Recording of depreciation	Monthly
9	Payroll	Calculation and payment of salaries	Monthly

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