



Key Practice Management and Accounting Updates

IRS DUE DATES AND DEADLINES

Form 5500 is due July 31, 2019 unless you have filed for an extension.

IRS STANDARD AUTO MILEAGE RATE

The standard reimbursement rate for automobiles is 58 cents per mile for 2019.

STUDY CLUBS

If you would be interested in having us speak at one of your upcoming Study Club events, we would be happy to do so. Contact our office for more details.

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RECONCILING COLLECTIONS

Reconciling collections between your QuickBooks software and billing software is an important internal control and yet something that is frequently overlooked in many busy dental offices.

In an effort to minimize the amount of time doing paper work, paying bills and entering data, many offices are now utilizing the bank feed feature within QB Desktop or QBO (QuickBooks Online). This time saving feature allows you to connect your credit card and bank accounts to QB/QBO, which will automatically download all of your transactions into a "review" section. Bookkeeping becomes much faster as the only thing you need to do on your end is code the transactions to the proper account, and then "accept" the transactions from the review section, which officially adds the transactions to your financial statements.

It is risky to accept what the bank says they received from you in the form of deposits without cross checking that to your billing software. We have firsthand experience with a deposit never making it to the bank and without that cross check we would never know.

To minimize this risk, we recommend one of the following:

1. Continue to manually post deposits to your QB/QBO file and then if utilizing the bank feed, you will be able to match the bank feed to the manually entered deposit.
2. Accept deposits via the bank feed, but at month end after reconciling to the bank statement, print a detailed list of deposits from QB/QBO and cross check that to each daily deposit from your billing software.
3. Accept deposits via the bank feed, but cross check to the deposits slips from your practice management/billing software.



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PAID FAMILY AND MEDICAL LEAVE

Premium collection for the new Paid Family and Medical Leave Act began January 1, 2019 and are 0.4% of gross pay up to the Social Security cap amount. However, the state revised the timeline for the quarterly reporting. Employer reporting for Quarters 1 and 2 will be between July 1 and July 31. This is effective for the 2019 year only and you will file 2 separate reports for these two timeframes. Filing and paying the taxes is now an additional quarterly report that should be handled by your payroll service provider or software. Details regarding the program can be found on the Employment Security Department website at <https://paidleave.wa.gov/>.

REIMBURSEMENT PLANS FOR SMALL EMPLOYERS

The IRS recently released updated regulations for Health Reimbursement Plans. These regulations go into effect on August 19, 2019. The important items to note are: a) the participant must be enrolled in individual health insurance that meets the IRS guidelines, b) you are required to verify with each reimbursement made to an employee that they have medical coverage and c) you may not provide reimbursement after health coverage ceases.

QUICKBOOKS ONLINE CONVERSION

Upgrading to QuickBooks Online (QBO) will add a lot of value and flexibility to your practice over the long run. Not only does it allow you to login and "see" your books from anywhere in the world, but it also gives us (and anyone else you grant access to) the ability to make changes and adjustments to your books in real time.

We can also offer you a discount on the monthly QBO subscription fee from the normal retail cost by adding you to our firm's account. The cost can vary but is roughly \$25 or \$40 per set of books (this would be added to your monthly retainer fee).

PERSONAL TAX PAYMENTS - EFTPS

The Electronic Federal Tax Payment System (EFTPS) can be your best friend when it comes time to making estimated tax payments. On demand and on time payments can be done 24/7, no postage required. You can even make multiple payments well in advance allowing those making quarterly estimated payments to enter all four estimates for the year <https://www.eftps.gov/eftps/direct/Help.page>. Or you may go directly to www.irs.gov and make a payment there.

MERCHANT FEES

We are still seeing large increases in merchant fees with our clients (the fees you pay to accept credit cards from patients). We encourage you to regularly analyze your merchant fees, confirm the processor is HIPAA and PCI Compliant and consider switching to a company that will guarantee their price. MiCamp offers a lifetime guaranteed price rate for Dental Group and ADCPA members. Send us 3 months of merchant statements and we can have them analyzed for you. If you want to switch, we can put you in touch at that point.