



Creekside
Accounting Ltd.
Chartered Professional Accountant
225 – 1855 Kirschner Road, Kelowna, BC V1Y 4N7
P: (236) 420 – 4801 | W: creeksideaccounting.ca

Info Sheet – Bookkeeping Services

Bookkeeping or Data Entry Services	\$70 / hr
GST / PST / Payroll Services	\$75 / hr
CPA Bookkeeping Review	\$145 / hr
CPA Bookkeeping Consulting	\$245 / hr

Bookkeeping Services Include:

Recommendations & Advice for Future Planning & Risk Mitigation	Optional Mentorship Meetings to Dig in Deeper to Your Business's Needs
Efficient, Knowledgeable, and CPA Assisted Bookkeeping Services	Guidance & Clarity to Help You Optimize Your Finances
Tax Estimates to Prepare for Cash Flow Needs	A Designated, Friendly and Helpful Bookkeeper
Question Support & Answers	Conversing with CRA on Your Behalf
Loan, Grant, Subsidy Application Preparation	Sage50, QuickBooks Online, or Excel Data Entry
Government Remittance (GST, PST, WCB) Filings	Payroll Preparation (Paystubs, ROEs, & T4s)
Receipt Sorting & Organizing	Monthly Income Statement Reports

Historical Client Experiences - Estimated Investment Per Month of Bookkeeping			
Client Type	# Of Bank / CC Accounts	Anticipated Investment (Sage50)	Anticipated Investment (QBO)
Tradesperson (no banks)	0	\$215	\$275
Counsellor / Single Service Provider	2	\$295	\$395
Mechanical Shop w/o Payroll	3	\$495	\$625
Restaurant w/o Payroll	2	\$575	\$725
Restaurant with Payroll	3	\$895	\$1,125

The Fine Print:

- Bookkeeping services are **billed upon completion** rather than on a month-by-month basis. To arrange pre-payments for monthly for cash flow purposes please contact our reception.
- Monthly data entry services may be **temporary discontinued during 'tax season'** typically extending from March to April. This will result in a backlog of data entry and bookkeeping invoices. We endeavor to bring these up to date as soon as possible.
- Invoices must be paid in full upon receiving or **all services will be discontinued** (including government remittance filings).



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Tips to Reduce Your Bookkeeping Fees

Below are some helpful tips that can ensure you get the best value out of your bookkeeping services. You can choose none of these options, a few of them, or implement all of them depending on your preference.

- **Separate your personal and business transactions:** personal meals (a daily lunch while not travelling, candy bars at the gas stations) and expenses such as home utilities increase your bookkeeping fees & CRA audit risk when purchased with business funds.
- **Reduce the number of credit cards and bank statements** used for business purposes. Keeping your banking information simplified to one or two bank accounts and one credit card improves not only the control you have over your business finances but also reduces your bookkeeping fees.
- **Use a payroll service provider like [PayWorks](#).** A payroll service provider offers additional benefits like direct deposit and reduces your bookkeeping fees.
- **Sole Proprietors and unincorporated businesses** can choose to have their income and expenses summarized rather than opt-in for full-cycle bookkeeping which includes bank reconciliations and accounts receivable / accounts payable tracking.
- High volume companies (like restaurants) can **provide monthly sales reports**.
- **Provide as much documentation as possible:** providing your bank / credit card statements, e-transfers reports with comments, deposit slips, and receipts for every purchase improves your services and reduces your fees.
- **Respond quickly to inquiries and requests:** This insures you get exceptional services and reduces your fees by reduce follow up requirements.
- **Sort your documents by month, by physical size, and then by date:**
 - Small sized receipts (3" x 10" till receipts) in date order (Jan 1st, Jan 2nd, etc.)
 - Medium sized receipts (half page pieces of paper) in date order
 - Large receipts (full pieces of paper) in date order

If you would like more tips reach out to your bookkeeper. We are happy to discuss different options that will improve your experience.