



# SecuraEdge Financials – Skand Mittal

How to avoid bad bookkeepers and lazy accountants

# Bookkeeper vs Accountants

Task	Bookkeeper	Accountant
Data entry	Yes	Yes only if there is a bookkeeping addon
Recording transactions	Yes	Yes only if there is a bookkeeping addon
Running payroll	Yes	Yes only if there is a bookkeeping addon
Monthly statements	Yes	Yes only if there is a bookkeeping addon
Tax installments	Yes	Yes only if there is a bookkeeping addon
GST/HST payments	Yes	Yes only if there is a bookkeeping addon
Tax filling	No	Yes
Financial advice	No	This is what makes them an analyst

An accountant hired for bookkeeping will do everything above.



# Common red flags to watch out

Not sending monthly reports at the agreed-upon time (usually within 10 days after the end of the month)

Not willing to explain or summarize months' performance

Not asking questions –  
Yes a good bookkeeper/accountant should ask questions about the type of expenses etc

Asking if expenses are business or personal?

Not asking for missing receipts

No installments reminders:

- GST/HST payments
- Income Tax installments
- Payroll payments



# Good questions to ask



What's my  
monthly burn  
rate



Month over  
month progress



How much cash  
should I keep



Employees vs  
contractors



Salary Vs  
Dividends





THANK YOU