



BASIC SERVICES

TRANSACTION CATEGORIZING	<ul style="list-style-type: none">• MONEY SPENT OR MONEY DEPOSITED INTO ACCOUNTS NEEDS TO BE PROPERLY CATEGORIZED• MAXIMIZE DEDUCTIONS AND CREDITS
BANK RECONCILIATION	<ul style="list-style-type: none">• ENSURE ACCURATE BANK RECORDS• QUICKLY IDENTIFY ANY DISCREPANCIES• MORE LIKELY TO IDENTIFY FRAUD• AUDIT READY BOOKS
BASIC MONTHLY REPORTING	<ul style="list-style-type: none">• PROFIT AND LOSS: ARE YOU MAKING MONEY COMPARED TO YOUR EXPENSES?• BALANCE SHEET: ASSETS VS. LIABILITIES AND DO YOU HAVE ANYTHING LEFT?• CASH FLOW: HOW DOES MONEY MOVE IN AND OUT OF A BUSINESS? DO YOU HAVE ENOUGH FOR BILLS NEXT MONTH?
YEAR-END PREP/SUPPORT FOR TAXES	<ul style="list-style-type: none">• ENSURE ALL TRANSACTIONS ARE ACCOUNTED FOR; MAXIMIZE YOUR DEDUCTIONS AND CREDITS• REVIEW ALL ACCOUNTS AND ENSURE ACCURACY• COMMUNICATE WITH YOU/CPA TO PREPARE AND ORGANIZE THE NECESSARY DOCUMENTS FOR A SMOOTHER TAX SEASON-

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A LITTLE EXTRA

GST/HST RECORDING AND FILING	<ul style="list-style-type: none">• NEVER FORGET TO FILE FOR SALES TAX AGAIN• RECORD AND MANAGE SALES TAX APPROPRIATELY
A/R AND A/P	<ul style="list-style-type: none">• RECORD INVOICES, PAYMENTS, AND BILLS• GET PAID FASTER AND AVOID LATE FEES ON BILLS• BE PREPARED; SEE THE FUTURE OF WHAT YOU OWE AND OWED TO YOU• LET US SEND YOUR CUSTOMER REMINDERS TO GET PAID QUICK
COMPLICATED REPORTING	<ul style="list-style-type: none">• BUDGET VS ACTUAL SPENDING: ARE YOU STAYING WITHIN YOUR BUDGETS?• CASH FLOW FORECAST- PREDICT UPCOMING EXPENDITURES AND INCOME• TARGETED PROFIT AND LOSS: BREAK DOWN INCOME AND EXPENSES BY CATEGORY OR PROJECT
PAYROLL	<ul style="list-style-type: none">• PAY YOUR EMPLOYEES THE CORRECT AMOUNT AND DEDUCT PROPER TAXES FROM IT• RECORD AND MAKE PROPER ADJUSTMENTS TO PAYROLL TRANSACTIONS• DEPENDS ON BUSINESS TYPE AND # OF EMPLOYEES

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MORE EXTRA

INVENTORY	<ul style="list-style-type: none">• MONEY SPENT OR MONEY DEPOSITED INTO ACCOUNTS NEEDS TO BE PROPERLY CATEGORIZED• MAXIMIZE DEDUCTIONS AND CREDITS
CATCH-UP-AND CLEAN-UP	<ul style="list-style-type: none">• BEHIND ON YOUR RECORD-KEEPING? 1 MONTH, 1 YEAR? WE WILL GET YOU UP-TO-DATE AND READY TO FILE TAXES• GET A QUICK BOOK ANALYSIS AND CLEAN-UP ANY INACCURACIES/MISSED FINANCIALS
“START YOUR OWN BUSINESS” BUSINESS ADVICE	<ul style="list-style-type: none">• GET TIPS AND TRICKS ON HOW TO SET UP YOUR BUSINESS’S BOOKS, FINANCIAL STRUCTURE, GST/HST FILING, QUIKCBOOKS SETUP, AND MORE
CREATING A BUDGET	<ul style="list-style-type: none">• ANALYZE PREVIOUS AND CURRENT FINANCIALS TO CREATE A REASONABLE BUDGET AND MAXIMIZE PROFITS!

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