



Hassle-Free Bookkeeping You will love!

Keeping your books under control!

Maple Ridge, BC V4R 2V1

Telephone: 604-838-0556

E-mail: CarolOnCall@shaw.ca

- Receipt Bank Subscription for your paperless expense and receipt processing/storage
- Posting all business bank transactions
- Completing the monthly bank reconciliations
- Posting purchase invoices, expenses and cash transactions
- Credit card transactions and reconciliations
- Completing the monthly sales and purchase ledger reconciliations
- Completing the monthly sales tax reconciliation
- Completing payroll journals
- Making adjustments for any foreign currency transactions
- Maximize your tax deductions*
- Unlimited email and telephone support (Response time 2-4 hrs)
- Email and telephone support (Respond within 12-24 hrs)
- Basic management reporting every quarter
- Expense monitoring and advice
- Precision accounting with accruals and prepayments
- Maintaining your fixed asset register
- Full management reporting every month
- Receivables monitoring
- Completion of sales tax returns
- Completion of annual accounts
- Enhanced credit control
- Weekly reports on your key numbers
- Monthly online ('virtual') business review meeting
- Quarterly online ('virtual') business review meeting
- Your holistic cloud financial system
- Supply cloud accounting software – typically retails at \$479 per year

PREMIUM PACKAGE

This is the best option for busy business owners who want the maximum out of their cloud accounting system and get access to the key metrics so they can make the best business decisions based on the best quality information.

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- Unlimited**
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- Included**
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- Included**

FULL PACKAGE

This is our most popular option because you get valuable monthly reports to help you manage your business, general advice and we'll even produce your year-end accounts for free.

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- 5 Key expenses**
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- Included**
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- Included**

ESSENTIALS PACKAGE

This option is best for those business owners who are simply looking to get the basic entries done to ensure being compliant with CRA.

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- Quarterly**
- Quarterly**
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- 2 Key expenses**
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- Included**

* For most businesses we usually identify at least \$1,500 of additional allowable business expenses that often remain unclaimed.