



PERSONAL STABILITY | BUSINESS FOUNDATION

Bookkeeping

Bookkeeping Scope of Work:

1. Review of existing books - the Chart of Accounts, bank accounts, credit card accounts, accounts payable and receivable, GST, PST, HST, payroll, petty cash and cheques. On the basis of our findings we will provide recommendations document and proceed after securing client's approval.
2. With new businesses or instances where new business activity is launched as a subsidiary of an existing business, we will perform business requirements analysis and set up books - the Chart of Accounts, vendors, customers, employees, etc.
3. Our experienced staff will reorganize all financial records and files into a vendor based fiscal year filing system.
4. Reconcile bank statements, credit card statement and petty cash.
5. To help directors of Canadian Controlled Private Corporations to better track of their personal use of business funds, we will set up shareholder advance accounts.
6. Our services include bi-weekly or monthly input of cheques issued, bills, invoices, and receipts.
7. Our experienced staff will set up payroll system and issue payroll cheques, record of employment, T4s and PD7A, employee tax deductions, garnishments, payroll advances, and ensure WSIB requirements are addressed.
8. Having professional presentation in all of your company's communication and documents is important. Our experienced staff will set up customized templates for invoices, statements, estimates and purchase orders that can be emailed directly to your customers.
9. Set up customized item lists of all products and/or services sold to customers.
10. One of the main priorities for small business owners is cash on hand. We can show you how to set up aging schedules of Accounts Receivables and appropriately implement collection of past due accounts.

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11. We will optimize your bill payments and save time for you to concentrate on running your business. Accounts Payable - computerized or manual cheques issued to pay bills, or on line bill payments
12. We providing scalable solutions for our clients. Invoicing – we can generate all invoices or train your staff on this task.
13. We believe that more our clients know better it is. Some of our larger clients request us to train their administrative staff in fully computerized bookkeeping. Please inquire for more details and rates.