

# Bookkeeping and tax

Tuesday, 09 March 2010

## Services overview

We provide a full range of accounting, bookkeeping, personal and corporate income tax services for small and mid-size businesses in Ontario. Our clients are sole proprietors, partnerships and corporations.

We provide to business owner a running recap of the month's and year-to-date business income statement. Statistic is given to help you compare current performance with past performance and to make better business decisions, identify problems as they rise, and get prepared for the future.

We can customize your financial statements to provide information which is important and meaningful to you. We compile the balance sheet and statements of income, retained earnings and cash flows from information provided by management (business owner). We are not performing an audit or a review engagement on these financial statements. Our Philosophy

Our philosophy is that business owners should concentrate on what they do best - running their business smoothly. With customized bookkeeping specific to nature of your business, we will maintain personal attention and service, ensuring complete client confidentiality.

Save time. From our side will help to keep business owners books up to today, based on information that provided by business owner.

Save money. We will provide you with tools that will help you to save money, increase your profits and decrease your taxes. Our services include, but are not limited to:

Company formation. Company registration with official bodies, opening a Business Number, Business license, etc. Specific to each client's needs.

Full bookkeeping services on monthly, quarterly or annual basis. Preparing reports and remittances to official bodies and tax inspection. Preparing Source Deductions, GST, PST, WSIB, and EHT (monthly, quarterly, and annually), T4, T4A, T5018. Reconciling bank statements, accounts receivable, accounts payable, and government liabilities accounts, and job costing per project:

- Bookkeeping, reporting to official and tax bodies from 2 to 100 operations per month cost \$50 - \$250 per month.
- If company did not operate during a year - \$200 per year.

Accounting services. Year End and Tax preparation. Preparing the year end for companies, with amortization calculations, and personal and corporate tax planning.

Preparing Corporate and Personal Income Tax:

- No income or employed (T4) from \$20 per person
- Sole-proprietors from \$100, and partnerships from \$250
- Corporate income tax from \$500 (not including affiliated or otherwise related corporations)
- Investment consultations
- Audit Presentation. Government audit representation provided for additional fee starting at \$1000.