

BUSINESS PARTNERING ACCOUNTING SOLUTIONS SERVICE PACKAGE FEATURES

BUSINESS PARTNERING ACCOUNTING SOLUTION SERVICE PACKAGE	
KEY BENEFITS	
<p>Value-added Professional Mentorship, Collaboration, Expertise, Consultation and Advisory in Business and Personal Financial & Process Management utilizing LEAN PRINCIPALS.</p> <p>Highly Skilled & Experienced Accounting and Tax Professionals; specializing in Small Business Management, Process Automation, Innovative Technology Integration (TechStack), Ecommerce and Virtual/Remote Services Environments.</p> <p>Our goal is to help your business achieve and focus on continuous improvements in areas of:</p> <ul style="list-style-type: none"> • INCREASING PROFITS while DECREASING COSTS • IMPROVED EFFICIENCY Across the Organization • ENHANCED CUSTOMER SATISFACTION • DEVELOP and IMPLEMENT CHANGE MANAGEMENT STRATEGIES (Adapt to the New Competitive Advantage) 	<p>TIME FREEDOM that will provide YOU with MORE PRODUCTIVE OPPORTUNITIES to focus on your Business, Personal, and Family Goals to</p> <p>BUILD, GROW, and THRIVE</p> <p>Flexibility of REAL TIME COMMUNICATION & REMOTE ACCESS to Accounting Professionals & Financial Data through:</p> <ul style="list-style-type: none"> • CLOUD CAPABILITY • MOBILE ACCESSIBILITY • REAL-TIME ACCESS

	Paperless Solutions Available	CUSTOMIZABLE OUTSOURCING PLAN	
SUMMARY SERVICE PACKAGE FEATURES			
SYSTEM & APPLICATIONS	<p>Discounted QuickBooks Online Plus Subscription Monthly subscription for the duration of contract, including application settings and features maintenance; Real-time remote & mobile access to bookkeeping & financial records anywhere with Internet & cellular connectivity.</p>	✓	Add-On Available
	<p>Monthly Document Courier Service & e-Document Conversion Recommended for clients who are not comfortable nor have time to manage paperless solutions - limited to one courier pickup per month; annual documents return courier service included.</p>	✓	Add-On Available
	<p>DEXT e-Document Submission & Management Providing a complete virtual (paperless) service solution with remote and mobile access; providing client with the ease & convenience of uploading monthly bookkeeping documents securely through online DEXT account or mobile APP. DEXT is an award-winning secure document upload & management application with advanced OCR scanning technology to automatically extract important data off your receipts and integrates a copy of your receipt directly into your accounting software application to promote an audit proof accounting record system. INCLUDES: unlimited uploads; secure cloud e-document storage & archiving system; audit proof with ability to attach receipt to accounting system transactions; real time mobile & cloud access to stored information; ability to export reports & PDF files of stored documents; ability to auto-retrieve statements from online vendor accounts; and ability to email-in receipt attachments.</p>	✓	✓
	<p>Complete Remote and Mobile Access & Paperless Solutions Cloud-based and mobile-based applications are included to provide a complete full-cycle paperless process and real-time remote accessibility. Paper-based options are available; however, additional paper management fees may be incurred. (e.g. document courier & e-document conversion, cloud archiving, paper shredding, etc.)</p>	✓	✓
	<p>Timely Communication with Your Dedicated Accounting Team to Support Your Ongoing Business Needs Guaranteed 24-hour response time.</p>	✓	✓
	<p>Guaranteed Monthly Processing Time</p>	✓	14 Business Days per Monthly Bookkeeping Document Submission
BOOKKEEPING & ACCOUNTING	<p>Monthly Bookkeeping Services Recording of all financial transactions such as purchases, sales, receipts, and payments related to the business. Clients are responsible for daily customer invoices (if applicable) and to submit monthly bookkeeping document requirements e.g. purchase receipts, sales & payroll reports, reimbursement reports, etc.</p>	✓	✓
	<p>Monthly Account Reconciliations (Chequing, Saving, Credit Card, Line of Credit, Loan, Lease, GST/HST QST, PST/RST, WCB, Payroll Accounts, etc.) Process of comparing internal financial records against monthly financial institution statements, CRA and other Federal and Provincial Government tax account records to ensure validity, accuracy and completeness of all transactions, and eliminate transaction errors and duplications; request for refund of overpayment(s), calculation of under-remittance(s) for timely payment(s), request for mis-applied account payment(s).</p>	✓	✓
	<p>GST/HST QST, PST/RST, WCB Filing Services GST/HST QST, PST/RST, WCB calculation, validation, and filing.</p>	✓	Add-On Available
FINANCIAL REVIEW, ANALYSIS & REPORTING	<p>Financial Reporting Profit & Loss Report (Income Statement) Balance Sheet (Assets, Liabilities, Equity) Cash Flow Statement Customer Receivable Aging Report (Outstanding Receivables) Customer Receivable Aging Report (Outstanding Receivables)</p>	✓	✓
	<p>Financial Review, Analysis, and Virtual Management Meeting Upon client's request, review and evaluation of business financial conditions, performance and profitability, including up to 1 hours of virtual conference call with Management to further discuss results and financial goal setting.</p>	✓	✓
	<p>Access & Archive of Historical Data and Source Documents Historical Data and Source Documents such as receipts, reports, statements, etc.</p>	✓	✓
	<p>Access to QuickBooks Online Financial Reports and Data</p>	✓	✓
PAYROLL MANAGEMENT	<p>QuickBooks Online Reporting Function Training Training available for self-access to download financial reports from QuickBooks Online</p>	✓	✓
	<p>Payroll Management Services We only offer bi-weekly payroll service on a set payroll period frequency, if you require different payroll frequencies or payroll period coverage, we are happy to recommend a list of trusted and quality 3rd party payroll service provider companies for you to further contact for competitive cost-effective pricing solutions INCLUDES: Direct payroll deposit, direct & timely CRA remittances, and employee self-serve online payroll information access features (may be available); ROE processing, bookkeeping of payroll transaction accounting entries, CRA payroll liability account reconciliations, responding to CRA year-end PIER review report, payroll audit & reporting requests. (5 employees per month included service fees related to additional employees exceeding inclusion (5) will be charged separately on a monthly basis, through existing PAD agreement account on file.)</p>	✓	Add-On Available

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ADVISORY & SUPPORT	Consultation & CRA Representation Access to our Value-added Professional Mentorship, Collaboration, Expertise, Consultation and Advisory in Business and Personal Financial & Process Management, to help your business achieve and focus on continuous improvements in areas of: <ul style="list-style-type: none"> • INCREASING PROFITS while DECREASING COSTS • IMPROVE EFFICIENCY Across the Organization • ENHANCE CUSTOMER SATISFACTION • DEVELOP AND IMPLEMENT CHANGE-MANAGEMENT STRATEGIES (Adapt to the New Competitive Advantage) CRA Representative Access will allow our team of professionals to act on your behalf in responding to CRA initiated phone enquiries (excluding audit support), assisting your organization in making requests, enquiries and changes to CRA related accounts and CRA account profile, as well as providing access to our team of professionals to your CRA related account details and history. ***Each CRA related phone enquiry or request will be applied towards monthly Business AND Personal Consultation Support and Mentorship limits***	✓	Add-On Available
	Audit Support (CRA Inquiry, Investigation, Examination and Review) CRA review, examination & audit activities are noticeably increasing and will be more vigorous in the near future. More than 50% of CRA review, examination & audit activities are focused on Small to Medium Business (SMEs), and CRA has the ability of reviewing & auditing up to 7 years prior, and possibly further. Depending on the scope of the review & audit, professional service time can vary between 2 - 40 hours. This service package feature insures and protects you from significant professional fees that may be incurred if a CRA review & audit was to occur.	✓	Add-On Available
	Deadline Reminder Emails "Never forget another deadline!" Receive timely emails prior to your upcoming business tax account deadlines: GST/HST, PST, tax filings & payments, tax slip issuance, payroll timesheet submissions, pending Accountant inquiries, missing bookkeeping documents & information, bookkeeping document submissions, etc.	✓	✓
YEAR END	Tax Slips Processing INCLUDES: up to five Tax Slips (TSlips) processed per service contract year, excess Talips will be invoiced separately at time of processing - T4, T5, T3, T4A, T5018 etc.	✓	Add-On Available
	Year End Reconciliations, Adjustments & Financial Statements Average year end process is estimated to be 4-16 hours depending on the size of the organization & complexity of the organization's internal processes and activities. INCLUDES: reconciliation and validation of all balance sheets (assets, liabilities, equity) accounts; review of income and expense categorization & federal and provincial sales tax review of all General Ledger accounts; year-end adjustments (including but not limited to prepaids and accruals); pro-rata calculations; and other mandatory requirements of Accounting Guidelines and Regulations.	✓	✓
TAX RETURNS	Incorporated/Limited Business Return - T2	✓	Add-On Available
	Unincorporated Proprietorship/Partnership Business Return - T1	✓	Add-On Available
	Unincorporated Real Estate Rental Return - T1	✓	Add-On Available
	Trust Return - T3	✓	Add-On Available
	Partnership Information Returns - T5013	✓	Add-On Available
SERVICE CONTRACT PAYMENT PLAN & TERMS	Cost-Effective, Professional Bookkeeping, Accounting & Tax Solutions with an Affordable Monthly Instalment Plan	✓	✓
	Hassle-Free Auto-Scheduled Monthly Service Contract PAD Payment	✓	✓
	No Locked-In Contract, Cancellation can be Made with 30 days Cancellation Notice	✓	✓
	No Unexpected Services Fees with Annual Contract Agreement that Clearly Outlines Our Service Terms	✓	✓
MONTHLY SERVICE FEE STARTING @		\$400	
INITIAL SETUP FEE @		\$500	