

BOOKKEEPING & TAX SERVICES

Full Cycle Bookkeeping

**Starts at \$200.00/mo
plus HST**

- **Sales & accounts receivable**
- **Expenses & accounts payable**
- **Bank reconciliations**
- **Credit card reconciliations**

Payroll Processing

**Starts at \$50.00/mo
plus HST**

- **Payroll processing**
- **Monthly/quarterly remittances**
- **Records of employment**
- **Annual T4 filing**

Income Tax Preparation

**Starts at \$250.00/yr
plus HST**

- **T2 Corporate income tax return**
- **Year end financial statements**
- **Filing of related all related
schedules & returns**

Other Services

Fee varies

- **Budgets & forecasts**
- **Cash flow analysis**
- **Bill payments**