

Bookkeeping Package Presentation

Presented to:

	Premium Level	Full Level	Entry Level	DIY
Your small monthly investment for monthly bookkeeping is... (including discounts)				
Supply of cloud accounting software – typically retails at \$480 per annum	Free	Free	Free	Free
Supply of your paperless expense, receipt and document processing system (valued at \$300 Per Annum)	Free	Free	Free	Free
Posting all business bank transactions up to ___ per month on a monthly basis	✓	✓	✓	✗
Completing the monthly bank reconciliations to ensure the integrity of your records - bank accounts & PayPal Accounts	✓	✓	✓	✓
Posting purchase invoices, expenses and cash transactions and credit card entries- Monthly	✓	✓	✓	✗
Clearing and entry of all items in the Bank Feed and maintaining the banking connections	✓	✓	✓	✗
Credit Card and Line of Credit Account Reconciliations to ensure the integrity of your bookkeeping records	✓	✓	✓	✓
Completing the monthly sales and purchase reconciliations	✓	✓	✓	✓
Basic Software training	✓	✓	✓	✓
Unlimited Email and Telephone support during regular business hours M-F 9am-5pm	✓	✓	✓	✓
Get insights into your business for strategic planning with DIY Reporting training	✓	✓	✓	✓
Complete HST tracking, reconciliations & filings of returns - Quarterly	✓	✓	✓	✓
Making adjustments for any foreign currency transactions (not selected)	✓	✓	✗	✗
Maximize your tax deductions and minimize your CRA risk	✓	✓	✗	✗
Support with Canada Revenue Agency Inquiries - we will deal with CRA for you!	✓	✓	✗	✗
Precision accounting with accruals and prepayments	✓	✓	✗	✗
Maintaining your fixed asset register *Can be added to Entry Level Package	✓	✓	✗	✗
Expense monitoring and advice.	Unlimited	5 key expenses	✗	✗
Full management reporting every month.	✓	✓	✗	✗
Monthly 30 minute Virtual business review Meeting	✓	✓	✗	✗
Accounts Receivable monitoring and collections - * Can add to Full & Entry if needed	✓	✗	✗	✗
Unlimited anytime email and telephone support	✓	✗	✗	✗
Accounts Payable monitoring and bill payments - Can add to Full & Entry if needed	✓	✗	✗	✗
Enhanced Software Training	✓	✗	✗	✗
Completion of Year End Financial Reports	✓	✗	✗	✗
Completion of Year End Closing Entries	✓	✗	✗	✗
Creation and maintenance of business budget with key budget factors - Can be added to Full & Entry packages if needed.	✓	✗	✗	✗
Add Ons:				
Basic Inventory Set up for up to 25 products and ongoing maintenance of inventory	✓	✓	✓	✓
Advanced Inventory Set Up and Control (sub-assemblies, backorder/partial shipments, Multiple Locations)	✓	✓	✓	✓

Discounts Given for:

- Refer Financly to 3 Businesses
- All documents scanned to Hubdoc by the 5th of the month
- All Internal expenses will be on a credit card
- No Personal Expenses will be put through the business accounts