

## Monthly Bookkeeping Services

Current as of: Nov 26, 2023

Plan	Basic Balance	Silver Ledger	Gold Standard	Platinum Plus
Price (CAD)	\$200/month	\$300/month	\$500/month	\$750/month

### Tax Returns

One complimentary personal tax return with Form T2125*	✓	✓	✓	✓
One personal tax return for a spouse or common-law partner (without Form T2125) at a discounted rate*	✓	✓	✓	✓

\* Clients must have their books for December completed by me to receive a complimentary tax return and a return for their spouse or common-law partner at a discounted rate for that year.

### Transactions

Digital receipt management through QuickBooks Online	✓	✓	✓	✓
Expense categorization	✓	✓	✓	✓
Revenue categorization - from 1 to 3 accounts	✓	✓	✓	✓
Mileage tracking	✓	✓	✓	✓
Revenue categorizing - from 4 to 6 accounts		✓	✓	✓

### Banking and Accounts

Accounts receivable with weekly invoicing		✓	✓	✓
Monthly credit card payments		✓	✓	✓
Monthly bank reconciliation		✓	✓	✓
Accounts payable			✓	✓
Inventory management			✓	✓

### Financial Reporting

Monthly income statement	✓	✓	✓	✓
Annual income statement	✓	✓	✓	✓
Annual statement of owner's equity		✓	✓	✓
Annual balance sheet		✓	✓	✓
Annual statement of cash flows		✓	✓	✓
Monthly statement of owner's equity			✓	✓
Monthly balance sheet			✓	✓
Monthly statement of cash flows			✓	✓

### Employees

Payroll - outsourced provider (e.g. ADP, Plooto)			✓	
Payroll - calculated by QuickBooks Payroll software				✓
QuickBooks time tracking software				✓