

Southbrook Accounting Packages

	Premium	Standard	Basic
Subscription to Quickbooks Online Included	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Processing of receipts, expenses, bills, invoices and payments, up to _____ Transactions per month	unlimited	Up to 200	Up to 100
Supply of your paperless expense, receipt and document processing system (Hubdoc, Plooto, Tsheets/QB Time)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completing the monthly bank account reconciliations to ensure the integrity of your records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Posting purchase invoices, expenses and cash transactions and credit card entries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clearing and entry of all items in the Bank Feed and maintaining the banking connections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Credit Card and Line of Credit Account Reconciliations to ensure the integrity of your bookkeeping records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completing the monthly sales and purchase reconciliations including revenue accruals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Complete HST tracking, reconciliations & filings of returns - Monthly or Quarterly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Complete Payroll Processing, number of employees: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Government tax remittance preparation including HST, WSIB, and payroll remittances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Issue ROE & T4s	<input checked="" type="checkbox"/>		
Expense monitoring and advice	<input checked="" type="checkbox"/>		
Precision accounting with accruals and prepayments	<input checked="" type="checkbox"/>		
Maintaining your fixed asset register	<input checked="" type="checkbox"/>		
Balance Sheet Account Reconciling	<input checked="" type="checkbox"/>		
CRA support for inquiries related to the day to day activities	<input checked="" type="checkbox"/>		
Full management reporting every month - Financial reports, including profit and loss & balance sheets	<input checked="" type="checkbox"/>		
Unlimited anytime email and telephone support	<input checked="" type="checkbox"/>		
Accounts Payable monitoring and bill payments	<input checked="" type="checkbox"/>		
Monthly Operations & Accounting Call for Revenue & Expense Accruals etc.	<input checked="" type="checkbox"/>		
Completion of Year End Financial Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completion of Year End Closing Entries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completion of Year End Working File for Accounting Firm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ADD ON Services

Accounts Receivable monitoring and collections
Completion of CEWS Subsidy & other grants
Set up of Supplementary Unemployment Benefit Program for Employees
Enhanced Software Training
CFO Business Advice and Consulting - Variance analysis and easy to understand analytics about how your business is performing
QBO Synchronization with other Software
Budgeting and forecasting assistance
CRA Reviews & Audits