



## **Accounting / Bookkeeping & Taxation Services**

### **Bookkeeping Services**

Payroll, accounts receivable & accounts payable, and preparation of financial statements are just some of the day to day bookkeeping services that can be provided by Finlay & Associates.

### **Accounts Receivable Management**

We will process invoices, handle cash receipts, prepare and mail monthly statements and provide you with monthly aging reports. We will also reconcile your accounts receivable each month.

### **Accounts Payable Management**

In addition to processing and prioritizing your payables, we will provide you with monthly aging reports and reconciliation of your payables.

### **Bank and Credit Card Reconciliation**

All your bank and credit card statements will be reconciled each month. If you have internet features with any of your accounts, we can save you time by downloading them directly into your accounting system before reconciliation.

### **Month End Closing**

In addition to reconciling your accounts payable and accounts receivable each month, we will also reconcile your other balance sheet accounts and review the income and expense accounts for accuracy. We will do any adjusting and recurring journal entries that need to be done.

### **Financial Statements and Management Reports**

We will provide custom designed financial statements and management reports. Do you want previous year comparison statements, or current period and year to date comparisons? Tell us what bookkeeping reports you need and we will design them to your specifications.

Other day to day services include;

- Payroll preparation
- Monthly/quarterly payroll + GST/PST/WSIB filings
- Miscellaneous bookkeeping and administrative work

### **Year End Accounting**

We can simplify things at the end of the year for you by conducting a year end review of your books and gathering the information for the annual audit and/or tax returns. This consists of, but is not limited to, analyzing the balance sheet and income and expense accounts, making any necessary adjustments and preparing schedules, with the appropriate backup, for all the balance sheet accounts.

### **Fixed Asset Management**

Managing fixed assets can be a time-intensive process that you probably would like to forget about but can't afford to ignore. We can set up a fixed asset management system that is easy for you to use, or we can manage it for you. Fixed Asset Detail would include: purchase date, serial number, and manufacturer, as well as life of asset and depreciation method. Depreciation would be calculated monthly or annually. We can also project the depreciation expense for future periods. Accumulated depreciation and book value will also be calculated.

## **Cash Flow Projections**

Cash management is crucial. When will your receivables come in? Are you paying your bills too quickly? Will you be able to meet next month's payroll? How much cash will you have in 3 months? Will you need a bank line of credit this year? Cash flow projections work in conjunction with your financial statements to provide the answers to these questions. Working closely with you, we will prepare cash flow projections that will alert you to any cash shortages that may lie ahead, providing you with enough time to develop appropriate strategies.

## **Other Accounting Services Include:**

- Budgeting
- Inventory control
- Inventory analysis
- Interacting with outside auditors
- Overhaul existing accounting systems
- Accounting system setup on new and existing companies
- Implement record keeping and accounting procedures
- Taxation - Personal and Corporate - Registered with the CRA to EFILE
- Business Planning
- Remote Services 24/7
- Training
- Risk Analysis
- Hourly or monthly plans available - very good rates
- 1st consultation no charge

What makes us better? **A SERVICE 24/7 BY EMAIL, PHONE OR REMOTE TO ENSURE YOUR BUSINESS NEEDS ARE MET.** We don't just do the books, we will explain all the reports in detail so that you can make the right business decisions. **These days costs are more important than ever before, therefore your costs will be tailored to your affordability and you will only pay for what you need. Don't be fooled by outrageously low prices, do your homework, you will only get what you pay for.**

We specialize in small to medium size business, we can come to your location to do the work or we will pick up the documents and return them in a timely manner.

## **Service to Our Clients is #1 – Our Promise to You**

### **Accounting & Bookkeeping**

produce your accounts in a timely manner  
respond to your issues within 2 hrs of your contact with us, by phone, email or remote  
explain to you, all the reports to allow you to make good business decisions  
work with you on your business strategy  
work with you at your convenience - days, nights or weekends  
ensure that our rates are fair and competitive

### **Taxation**

prepare your taxes in a timely manner  
minimize your taxes payable by researching everything that you are entitled to  
look at your taxes from the family perspective maximizing your family wealth  
tax plan with you throughout the year  
ensure that our rates are fair and competitive

Contact - 905 870-1832 or <mailto:info@finlay-associates.com>

<http://www.finlay-associates.com>