

WELCOME TO BOOKKEEPING AT VISION FINANCIAL SERVICES!

While we wish to help every client to the best of our ability, the following services are not within our scope to provide:

- Paying bills on your behalf.
- Making purchases on your behalf.
- Transferring money between your accounts.
- Contacting your service providers or clients on your behalf.

What we require you to provide us with each month:

- Bank Statements
- Credit Card Statements
- Expenses:
 - Receipts
 - Bills
 - Cheque stubs
- Income:
 - Invoices & Sales records
 - Deposit slips
- Asset Purchases

SCOPE OF OUR BOOKKEEPING SERVICES:

- Setting up an account in a bookkeeping software (when needed).
- Allocating transactions into accounts for accurate representation of income and expenses.
- Monthly bank and credit card reconciliations.
- HST calculations and netfiling online.
- Payroll calculations and cheque printing (when needed).
- Payroll Deductions calculations and filling remittance forms (when needed).
- Issuing ROEs.
- Completing T4s.
- Completing T5s.
- Calculating WSIB remittances.
- Calculating government subsidies (when needed).
- Creating Financial Statements for year-end taxes.
- Utilizing your bank account for Payroll or CRA related filing (as needed, with permission).
- Contacting CRA (if given signed permission to speak on your behalf).

we specialize in small businesses with 10 employees or less