

# SMALL BUSINESS BOOKKEEPING SERVICES

Accurate, reliable and professional computerized bookkeeping

## Services we offer:

- On-site Bookkeeping or Off-site Bookkeeping
- **Data Entry** - Post journal entries and reconcile accounts, maintain general ledgers and prepare trial balance of books.
- **Bank statement reconciliation** - Keep financial records and establish, maintain and balance various accounts.
- **Accounts Payable** - Calculate and prepare cheques for utility, tax and other bill payments and outstanding invoices.
- **Accounts Receivable** - Monitor and issue invoices for services rendered.
- **Government Remittances** - Complete and submit tax remittance forms (PST & GST), workers' compensation forms (WSIB) and any other government documents.
- **Payroll** - Prepare employee payroll via Direct Deposit or manual cheque.
- **Financial Statements** - Prepare statistical, financial and accounting reports.
- **Business Planning** - assist in annual budget preparation and cash flow projections.
- **Accounting system setup** - Quickbooks and Simply Accounting software installation, setup chart of accounts and customization of forms and reports.
- **Business Incorporations**—Incorporate your business to protect yourself and your personal assets.

- Looking to replace your bookkeeper?
- Behind on keeping your financials up to date?
- Tired of doing it all your self?
- Suffering from Government late penalties?

## WE CAN HELP

We provide accurate, reliable and professional computerized bookkeeping services tailored to meet your business needs.

We have over 15 years of experience of small business bookkeeping. We have been business owners ourselves, and have owned a number of different businesses, so we understand what it takes to manage and run a business.

We will maintain a complete set of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services.

Let Northern Range Business Solutions Inc. take care of your financial paperwork so you can get back to doing what you do best....running your business.

**Serving:** Milton and surrounding areas (Mississauga, Oakville, Burlington, Waterdown, Georgetown, Acton)

## Additional services we offer includes:

- Arranging various types of financing such as small business loans, working capital loans, factoring and commercial mortgages.
- Writing business plans.
- Website development and hosting



[www.northernrange.ca](http://www.northernrange.ca)

DON'T DELAY CALL US TODAY!

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