

Making sound business decisions means having a clear picture of your financial situation in front of you at all times - yet the daily demands of running a small enterprise can be overwhelming. As a result, financial record keeping and reporting often don't get the attention that they truly deserve.

Smart Foundations Financial is your bookkeeping partner, helping you stay on top of your finances so that you can make better and more informed business decisions. In addition to taking paperwork off your plate, we can pinpoint the key numbers critical to the performance of your specific enterprise, and make sure you have them in hand whenever you need them.

Most importantly, we don't just complete your books, we analyze them, and make recommendations.

Smart Foundations Financial moves you BEYOND BOOKKEEPING.
We help you understand your financials, and use them as a business tool.

Flexibility: we work to your needs

Whether you need a bookkeeper on site or at our office, we can help. We offer bookkeeping services on a weekly, bi-weekly, monthly, or as needed. We are also **QuickBooks** experts, specializing in set up, data conversions, and training.

Our Bookkeeping Solution is as simple as 1-2-3!
THAT'S IT!

1. As you receive paperwork, place it in the envelope we provide
2. Hand the envelope to our staff on an ongoing basis
3. You get monthly financial reports.



We sort, organize, and enter your bills into QuickBooks and provide you with monthly reports. Your bookkeeping records will be complete and up-to-date. At the end of the year you have clean and organized records for Revenue Canada.

Simple as 1-2-3!

Payroll

Smart Foundations Financial keeps up on the ever-changing tax rules and regulations so that you don't have to. Our payroll experts have the specialized training to manage your payroll, large or small, to ensure that your business is complying with all payroll tax obligations. Your payroll is processed accurately, efficiently and on time, every time.

We handle weekly, bi-weekly, or semi-monthly payroll based on your companies preferences. We assist with commission payout calculations and handle all year end payroll processing, including issuing T4 or T4A.

Basic payroll package includes:

- Pay statements
- Payroll reports
- Pay cheques or direct deposit
- Record of employment forms (ROE)
- Government remittance services (TD7A)
- Tax forms
- T4/T4A processing



Accounts Payable & Receivable

Smart Foundations Financial assists you with preparing customer invoices and applying payments. We review **Accounts Receivable** aging reports on a regular basis and can help you with following up with customers for payments. We can prepare monthly customer statements and calculate interest charges. All your sales are recorded and customers are contacted to collect outstanding payments. Accelerating your cash flow allows you to make better informed and timely decisions around your business finances.

For **Accounts Payable** and expense administration, we enter your bills and credit card charges, print cheques based on due dates, and answer vendor queries. Staff are trained to search the accounting system for duplicate or fraudulent invoices, reconcile your supplier statements, and perform sales tax calculations to maximize your GST/HST input tax credits.