

CMC BOOKKEEPING

SERVICES & PRICING GUIDE



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Hi there WELCOME!

WELCOME TO OUR SERVICES AND PRICING PACKET! WE'RE THRILLED THAT YOU'RE CONSIDERING CMC BOOKKEEPING FOR YOUR BOOKKEEPING NEEDS.

INSIDE THIS PACKET, YOU'LL FIND A WEALTH OF INFORMATION ABOUT OUR COMPREHENSIVE BOOKKEEPING SERVICES AND TRANSPARENT PRICING OPTIONS. WE'VE THOUGHTFULLY DESIGNED THIS PACKET TO PROVIDE YOU WITH A CLEAR UNDERSTANDING OF HOW WE CAN SUPPORT YOUR BUSINESS'S FINANCIAL SUCCESS.

AS YOU EXPLORE THIS PACKET, PLEASE FEEL FREE TO REACH OUT TO US WITH ANY QUESTIONS OR TO SCHEDULE A CONSULTATION. WE'RE HERE TO GUIDE YOU THROUGH THE PROCESS AND HELP YOU FIND THE PERFECT BOOKKEEPING SOLUTION THAT ALIGNS WITH YOUR BUSINESS GOALS.

THANK YOU FOR CONSIDERING CMC BOOKKEEPING AS YOUR TRUSTED BOOKKEEPING PARTNER. WE'RE EXCITED ABOUT THE OPPORTUNITY TO SUPPORT YOUR BUSINESS'S FINANCIAL SUCCESS. LET'S EMBARK ON THIS JOURNEY TOGETHER.

Cassandra Collins

ABOUT CMC

CMC BOOKKEEPING IS A VIRTUAL BOOKKEEPING BUSINESS DEDICATED TO GIVING TIME BACK TO BUSINESS OWNERS.

WE SPECIALIZE IN DELIVERING TAILORED BOOKKEEPING SOLUTIONS THAT ADDRESS YOUR BUSINESS'S SPECIFIC CHALLENGES. COMBINING INDUSTRY EXPERTISE WITH COMPREHENSIVE BOOKKEEPING KNOWLEDGE TO PROVIDE YOU WITH RELIABLE AND ACCURATE FINANCIAL SUPPORT.

WHAT TRULY SETS US APART IS OUR UNWAVERING COMMITMENT TO YOUR SUCCESS. WE RECOGNIZE THAT EACH INDUSTRY HAS ITS OWN DISTINCT REQUIREMENTS AND INTRICACIES. THAT'S WHY WE TAKE THE TIME TO TRULY UNDERSTAND YOUR INDUSTRY, ENABLING US TO OFFER CUSTOMIZED SOLUTIONS THAT ALIGN PERFECTLY WITH YOUR BUSINESS'S SPECIFIC NEEDS AND OBJECTIVES. WHETHER YOU REQUIRE ASSISTANCE WITH MANAGING ACCOUNTS PAYABLE AND RECEIVABLE, RECONCILIATIONS, FINANCIAL REPORTING, OR BUDGETING, OUR TEAM IS WELL-EQUIPPED TO HANDLE IT ALL.



CERTIFICATIONS

I HAVE THE CERTIFICATIONS AND EXPERTISE TO BACK UP MY BOOKKEEPING SKILLS. I HOLD AN ASSOCIATES DEGREE IN BUSINESS ACCOUNTING AND I SPENT 20 YEARS IN THE FINANCIAL INDUSTRY ACQUIRING CERTIFICATES IN FINANCIAL SERVICES ADVICE, CANADIAN SECURITIES COURSE (CSC) AND INVESTMENT FUNDS IN CANADA (IFC). I HAVE THE KNOWLEDGE AND SKILLS TO HANDLE YOUR BOOKKEEPING NEEDS WITH PRECISION AND FINESSE.

BUT THAT'S NOT ALL - I AM FULLY TRAINED AND CERTIFIED WITH SAGE50 AND CERTIFIED QUICKBOOKS PROADVISOR, BRINGING YOU THE ASSURANCE THAT I KNOW THESE PLATFORMS INSIDE OUT.

WHEN YOU CHOOSE CMC BOOKKEEPING, YOU'RE PARTNERING WITH A FUN AND KNOWLEDGEABLE PROFESSIONAL WITH 20 YEARS EXPERIENCE IN THE FINANCIAL BUSINESS WHO STAYS ON TOP OF THE LATEST INDUSTRY TRENDS. I AM HERE TO PROVIDE YOU WITH RELIABLE AND COMPREHENSIVE FINANCIAL SOLUTIONS THAT TAKE THE HASSLE OUT OF BOOKKEEPING.



ASSESSMENT

HOW DO I KNOW IF I NEED A PROFESSIONAL BOOKKEEPER?



- ☐ YOU'RE STRUGGLING TO KEEP UP WITH BOOKKEEPING TASKS AND FIND IT TAKING AWAY FROM CORE BUSINESS ACTIVITIES.
 - ☐ YOU'RE UNSURE ABOUT TAX LAWS, FACING CHALLENGES WITH FINANCIAL STATEMENTS, OR STRUGGLING WITH BANK RECONCILIATIONS.
 - ☐ YOU'RE EXPERIENCING DIFFICULTIES TRACKING EXPENSES, LATE PAYMENTS, OR BUDGETING ISSUES.
 - ☐ YOU NEED ASSISTANCE WITH FINANCIAL ANALYSIS, INTERPRETING KEY PERFORMANCE INDICATORS, OR GENERATING MEANINGFUL REPORTS.
 - ☐ YOU FEEL OVERWHELMED BY TAX PREPARATION, FILING DEADLINES, OR UNCERTAIN ABOUT DEDUCTIONS AND CREDITS.
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PACKAGE OPTIONS

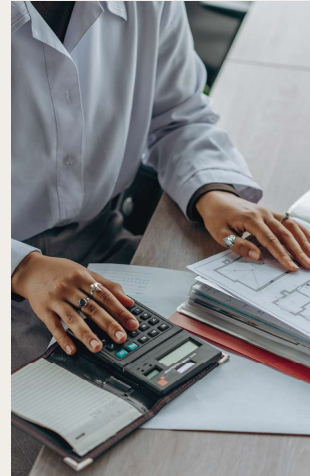
PREMIUM	DELUXE	ESSENTIAL
<ul style="list-style-type: none">• INCOMING & OUTGOING TRANSACTION MATCHING• MONTHLY BANK RECONCILIATIONS (UNLIMITED)• MONTHLY FINANCIAL REPORT & RECAP• GST/HST FILING• PAYROLL SERVICES	<ul style="list-style-type: none">• INCOMING & OUTGOING TRANSACTION MATCHING• MONTHLY BANK RECONCILIATIONS (UP TO 4 ACCOUNTS)• MONTHLY FINANCIAL REPORT & RECAP• GST/HST FILING• PAYROLL SERVICES	<ul style="list-style-type: none">• INCOMING & OUTGOING TRANSACTION MATCHING• MONTHLY BANK RECONCILIATIONS (UP TO 2 ACCOUNTS)• MONTHLY FINANCIAL REPORT & RECAP• GST/HST FILING
\$2000 MONTHLY	\$1000 MONTHLY	\$500 MONTHLY



OUR PACKAGES ARE DESIGNED TO OFFER FLEXIBLE, CONSISTENT SUPPORT TAILORED TO YOUR BOOKKEEPING NEEDS, WHILE MAINTAINING PREDICTABLE COSTS. FOR SMALL BUSINESSES WITH A SINGLE ACCOUNT AND FEWER THAN 30 TRANSACTIONS PER MONTH, WE OFFER A BASIC MONTHLY PACKAGE AT \$250. WE WOULD BE HAPPY TO DISCUSS A CUSTOMIZED PACKAGE THAT ALIGNS WITH THE UNIQUE REQUIREMENTS OF YOUR BUSINESS. PLEASE DON'T HESITATE TO REACH OUT FOR FURTHER DETAILS.

ESSENTIAL

SIMPLIFY YOUR FINANCIAL MANAGEMENT WITH THE ESSENTIAL PACKAGE, WHICH INCLUDES TRANSACTION MATCHING, UP TO TWO MONTHLY BANK RECONCILIATIONS, AND GST/HST FILINGS. YOU'LL ALSO RECEIVE A CLEAR FINANCIAL REPORT AND RECAP BY THE 25TH OF EACH MONTH TO KEEP YOUR ACCOUNTS ORGANIZED.



DELUXE

UPGRADE TO THE DELUXE PACKAGE FOR RELIABLE BOOKKEEPING SOLUTIONS. MATCHING OF INCOMING AND OUTGOING TRANSACTIONS. RECEIVE UP TO 4 MONTHLY BANK RECONCILIATIONS ACROSS MULTIPLE ACCOUNTS. YOU'LL RECEIVE A DETAILED FINANCIAL REPORT AND RECAP BY THE 20TH OF EACH MONTH. THIS PACKAGE ALSO INCLUDES PAYROLL SERVICES AND GST/HST FILINGS



PREMIUM

EXPERIENCE TOP-TIER BOOKKEEPING SERVICES WITH THE PREMIUM PACKAGE. ENJOY MATCHING OF INCOMING AND OUTGOING TRANSACTIONS, UNRESTRICTED MONTHLY BANK RECONCILIATIONS, AND RECEIVE A COMPREHENSIVE FINANCIAL REPORT AND RECAP BY THE 15TH OF EACH MONTH. THIS PACKAGE ALSO INCLUDES PAYROLL SERVICES AND GST/HST FILINGS.



OUR PROCESS

01

INITIAL CONSULTATION

WE BEGIN WITH AN INITIAL CONSULTATION TO UNDERSTAND YOUR SPECIFIC BOOKKEEPING NEEDS AND REQUIREMENTS. DURING THIS CONSULTATION, WE'LL DISCUSS YOUR BUSINESS GOALS, CURRENT FINANCIAL SYSTEMS, AND ANY PAIN POINTS OR CHALLENGES YOU MAY BE FACING.

02

ASSESSMENT & CUSTOMIZATION

BASED ON THE INFORMATION GATHERED DURING THE CONSULTATION, WE ASSESS YOUR BOOKKEEPING REQUIREMENTS AND DEVELOP A TAILORED PLAN THAT ALIGNS WITH YOUR BUSINESS OBJECTIVES. WE CUSTOMIZE OUR SERVICES TO MEET YOUR UNIQUE NEEDS, WHETHER IT'S FINANCIAL STATEMENT PREPARATION, BANK RECONCILIATION, PAYROLL PROCESSING, OR ANY OTHER SPECIFIC BOOKKEEPING TASKS.

03

DATA COLLECTION & ORGANIZATION

WE WORK WITH YOU TO GATHER ALL RELEVANT FINANCIAL DATA, INCLUDING BANK STATEMENTS, RECEIPTS, INVOICES, AND OTHER NECESSARY DOCUMENTS. OUR TEAM METICULOUSLY ORGANIZES AND CATEGORIZES THE DATA, ENSURING ACCURACY AND CONSISTENCY THROUGHOUT THE PROCESS.

04

BOOKKEEPING & RECORD-KEEPING

USING ADVANCED ACCOUNTING SOFTWARE AND TOOLS, WE PERFORM THE NECESSARY BOOKKEEPING TASKS, SUCH AS RECORDING FINANCIAL TRANSACTIONS, RECONCILING ACCOUNTS, AND MAINTAINING ACCURATE RECORDS. WE ADHERE TO INDUSTRY BEST PRACTICES AND STAY UP-TO-DATE WITH THE LATEST ACCOUNTING STANDARDS AND REGULATIONS TO ENSURE COMPLIANCE.

05

REPORTING & ANALYSIS

WE GENERATE REGULAR FINANCIAL REPORTS, INCLUDING BALANCE SHEETS, INCOME STATEMENTS, AND CASH FLOW STATEMENTS. I ANALYZE THE REPORTS TO PROVIDE YOU WITH VALUABLE INSIGHTS INTO YOUR BUSINESS'S FINANCIAL HEALTH, HELPING YOU MAKE INFORMED DECISIONS AND IDENTIFY AREAS FOR IMPROVEMENT.

FAQS

I AM LOCATED IN _____. CAN YOU STILL MANAGE MY BOOKS?

ABSOLUTELY! WE WORK REMOTELY WITH ALL OUR CLIENTS AND CAN COMMUNICATE WITH YOU OVER PHONE OR VIDEO CALLS. REGARDLESS OF WHERE YOU ARE, AS LONG AS YOU HAVE INTERNET ACCESS, WE CAN KEEP YOUR BOOKS UPDATED.

CAN YOU PREPARE MY TAXES FOR ME?

NO, WE CANNOT PREPARE YOUR TAXES. IT IS RECOMMENDED THAT A SEPARATE ACCOUNTANT, WHO SPECIALIZES IN TAX PREPARATION, HANDLES THIS TASK. BY DOING SO, YOU WILL BENEFIT FROM THE UNIQUE EXPERTISE OF EACH PROFESSIONAL AND AVOID OVERPAYING FOR BOOKKEEPING SERVICES.

ARE BOOKKEEPING AND ACCOUNTING DIFFERENT?

BOOKKEEPING FOCUSES ON RECORDING AND ORGANIZING FINANCIAL DATA, INCLUDING TASKS SUCH AS INVOICING, BILLING, PAYROLL AND RECONCILING TRANSACTIONS. ACCOUNTING IS THE INTERPRETATION AND PRESENTATION OF THAT FINANCIAL DATA, INCLUDING ASPECTS SUCH AS TAX RETURNS, AUDITING AND ANALYZING PERFORMANCE.

I HAVE NEGLECTED MY BOOKKEEPING. CAN YOU CATCH UP AND SET UP NEW SYSTEMS?

CERTAINLY! IT'S COMMON FOR BUSINESS OWNERS TO FALL BEHIND ON THEIR BOOKKEEPING, EVEN IF THEY HAVE BEEN DOING IT THEMSELVES OR HAVE HIRED OTHER HELP. AS A NEW CLIENT, WE CONDUCT A COMPREHENSIVE AUDIT OF YOUR BOOKS AND PROVIDE YOU WITH A REPORT OUTLINING THE UPDATES AND CLEANUP REQUIRED, IF ANY, ALONG WITH A QUOTE AND TIMELINE.

AS WE START WORKING TOGETHER, WE WILL CUSTOMIZE YOUR CHART OF ACCOUNTS AND FINANCIAL REPORTS TO SUIT YOUR BUSINESS'S UNIQUE NEEDS. .

