



CMC BOOKKEEPING

SERVICES & PRICING GUIDE



CMC.BOOKKEEPING@OUTLOOK.COM

613-621-3064

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 Canada (IFC).

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.

Additionally, I am a proud member in good standing with the Canadian Bookkeepers Association, which reflects my commitment to maintaining high professional standards in the industry.

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

OUR PACKAGES ARE DESIGNED TO OFFER FLEXIBLE,
CONSISTENT SUPPORT TAILORED TO YOUR BOOKKEEPING
NEEDS, WHILE MAINTAINING PREDICTABLE COSTS.

DELUXE	PREMIUM	ESSENTIAL	BASIC
FOR LARGER BUSINESSES WITH COMPLEX NEEDS, MULTIPLE EMPLOYEES, AND HIGH-VOLUME TRANSACTIONS	IDEAL FOR GROWING BUSINESSES WITH A MODERATE VOLUME OF TRANSACTIONS AND PAYROLL NEEDS	IDEAL FOR SMALL BUSINESSES WITH MODERATE TRANSACTION VOLUMES	IDEAL FOR SMALL BUSINESSES OR STARTUPS WITH MINIMAL TRANSACTIONS
INCOMING & OUTGOING TRANSACTION MATCHING (UNLIMITED)	INCOMING & OUTGOING TRANSACTION MATCHING (UP TO 300 TRANSACTIONS)	INCOMING & OUTGOING TRANSACTION MATCHING (UP TO 150 TRANSACTIONS)	INCOMING & OUTGOING TRANSACTION MATCHING (UP TO 50 TRANSACTIONS)
MONTHLY BANK RECONCILIATIONS (UNLIMITED)	MONTHLY BANK RECONCILIATIONS (UP TO 4 ACCOUNTS)	MONTHLY BANK RECONCILIATIONS (UP TO 2 ACCOUNTS)	MONTHLY BANK RECONCILIATIONS (ONE ACCOUNT)
DETAILED MONTHLY FINANCIAL REPORT & RECAP	DETAILED MONTHLY FINANCIAL REPORT & RECAP	MONTHLY FINANCIAL REPORT & RECAP	MONTHLY FINANCIAL REPORT & RECAP
GST/HST FILING & REMITTANCE	GST/HST FILING & REMITTANCE	GST/HST FILING & REMITTANCE	EMAIL SUPPORT
PAYROLL SERVICES (UP TO 20 EMPLOYEES)	PAYROLL SERVICES (UP TO 10 EMPLOYEES)	EMAIL SUPPORT	
TAX PREP ASSISTANCE	TAX PREP ASSISTANCE		
MONTHLY FINANCIAL REVIEW & ADVISORY	QUARTERLY FINANCIAL REVIEW & ADVISORY		
CASH FLOW MANAGEMENT & FORECASTING	PRIORITY EMAIL SUPPORT		
PRIORITY EMAIL SUPPORT			
\$2000 MONTHLY	\$1000 MONTHLY	\$500 MONTHLY	\$250 MONTHLY

CUSTOM ADD-ONS

- ADDITIONAL PAYROLL (PER EMPLOYEE): \$50/MONTH
- EXTRA FINANCIAL REPORTS (E.G., JOB COSTING, DETAILED PROFIT & LOSS): \$100/REPORT
 - TAX FILING (HST/GST, T4S, T3S, ETC.): \$150+
- PROJECT MANAGEMENT & TIME TRACKING SETUP (QB TIME): \$100/MONTH
 - YEAR-END TAX FILING ASSISTANCE: \$200+

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. .

