

TIM HORTONS BOOKKEEPING PACKAGES

GENERAL COVERAGE

- ✓ FREE initial consultation/meeting to go over your particular needs
- ✓ We work with you to implement systems that suit you best
- ✓ All related work is done with emphasis on use of remote electronic systems
- ✓ Correspondence during business hours
- ✓ Collaboration with an external accountant



BASIC COVERAGE | \$299 monthly per store includes:

✓ MONTHLY ACCOUNTING REPORTS

- We provide you with monthly income statements
- Monthly reporting to Tim Hortons would be completed by you

✓ GOVERNMENT TAXES AND PAYMENT PROCESSING

- HST returns
- WSIB monthly or quarterly premium reporting
 - Annual reconciliation*
- EHT annual return*

✓ ACCOUNTS PAYABLE

- You would be responsible for overseeing correspondence, payments, and special requests

✓ CORRESPONDENCE WITH ACCOUNT MANAGER

- E-mails - on topics related to the work completed
- Scheduled
 - Office phone calls
 - In person meetings

✓ BOOKKEEPING YEAR END

- Information provided to you to pass on to the accountant at year end
- Summary sheet of extraordinary items prepared for the accountant to aid in preparation of financial statements



INTERMEDIARY COVERAGE | \$499 monthly per store includes:

✓ MONTHLY ACCOUNTING REPORTS

- We provide you with monthly income statements
- Monthly reporting to Tim Hortons is completed by us
- Monthly scheduled telephone meeting to review the financials and answer any questions on the reports



✓ **GOVERNMENT TAXES AND PAYMENT PROCESSING**

- HST returns
- WSIB monthly or quarterly premium reporting
 - Annual reconciliation
- EHT annual return

✓ **ACCOUNTS PAYABLE**

- Electronic payments with remote authorization
- You handle all vendor correspondence; we handle payments based on your instruction

✓ **CORRESPONDENCE WITH ACCOUNT MANAGER**

- E-mails - on any question
- Scheduled
 - Office phone calls
 - In person meetings

✓ **BOOKKEEPING YEAR END**

- The account manager assists with all accountant requests directly

FULL COVERAGE | \$599 monthly per store includes:



✓ **ACCOUNTING REPORTS**

- We provide you with monthly income statements
- Monthly reporting to Tim Hortons is completed by us
- Monthly telephone meeting to review the financials and answer any questions on the reports
- Provide customized financial reports to aid you in managing the business

✓ **GOVERNMENT TAXES AND PAYMENT PROCESSING**

- HST returns
- WSIB monthly or quarterly premium reporting
 - Annual reconciliation
- EHT annual return
- Government mailings direct to our office

✓ **ACCOUNTS PAYABLE**

- Electronic payments with remote authorization
- We handle all correspondence with vendors on your behalf via a separate accounting e-mail with your company
- Paper invoices mailed direct to our office

✓ **CORRESPONDENCE WITH ACCOUNT MANAGER**

- E-mails - on any question
- Unscheduled office phone calls
- Scheduled in person meetings
- Cell phone for account manager access available to you

✓ **BOOKKEEPING YEAR END**

- The account manager assists with all accountant requests directly

PACKAGE VOLUME DISCOUNTS AVAILABLE

- Basic Coverage - None
- Intermediary Coverage – Monthly discount of \$149 will be applied to the fourth and consecutive store
- Full Coverage – Monthly discount of \$149 will be applied to the fourth and consecutive store

* additional fees will apply

All prices subject to tax