

ALBERTO ROMANO, *PROFESSIONAL CORPORATION* Chartered Professional Accountant

Accounting

Most small business require what is called a Notice to Reader, or "NTR". An NTR is a compilation of your accounting information which culminates into financial statements.

The compilation process does not involve reviewing or auditing your numbers/receipts, therefore this tends to be the most relevant and cost-effective for small businesses.

Bookkeeping

In order to prepare the NTR, we will require bookkeeping. This can be achieved in several different ways:

- **Do it yourself (DIY):** I can help you learn the tools be able to summarize your annual activity on your own.
- **Hire a bookkeeper:** Maybe you know someone that is organized and is proficient at bookkeeping. You are more than welcome to hire your own bookkeeper!
- **Let me help you:** I am happy to do this for you. I will take care of your annual bookkeeping at a reasonable rate. Please see the reverse side for a checklist of documents required.

Corporate Tax

Let me help you understand the ever-changing corporate tax regime. I am constantly learning about new tax changes and keeping up on strategies to help you defer and save taxes. As part of a Notice to Reader, I can provide:

- Preparation of your T2 Federal tax return
- Preparation of your provincial corporate tax return
- Preparation of your annual GST return
- Preparation of T4 or T5 information returns

Personal Tax

With improvements in technology, people will often say to us, "can't I just do this myself?" Our answer... Yes! If you are comfortable preparing your own tax return, I support you.

For those people who are not comfortable preparing their own tax return, or for people that need guidance on more complex tax issues such as: investments, rental properties, or self-employment, I am here for you. I will make sure that you understand the complexities of your tax return, and I will prepare and file the return on your behalf.

SERVICES

BOOKKEEPING CHECKLIST

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Documents Required

| Item | |
|---|--------------------------|
| Bank Statements Etc. | <input type="checkbox"/> |
| Main Business Chequing Account Statements | <input type="checkbox"/> |
| Bank Deposit Book | <input type="checkbox"/> |
| Cancelled Cheques | <input type="checkbox"/> |
| Business Credit Card Statements | <input type="checkbox"/> |
| Business Savings Account Strmnts (if applicable) | <input type="checkbox"/> |
| Business GIC and/or Investment Strmnts (if applicable) | <input type="checkbox"/> |
| Statements/Receipts/Invoices Related to Expenses | <input type="checkbox"/> |
| Credit Card Receipts for all Business Expenses | <input type="checkbox"/> |
| Vendor/Sub-Contractor Invoices | <input type="checkbox"/> |
| Mileage Log | <input type="checkbox"/> |
| Customer Invoices | <input type="checkbox"/> |
| Copies of Invoices Issued to Customers | <input type="checkbox"/> |
| Information Relating to Date Work Started & Date Work Ended | <input type="checkbox"/> |
| Receiver General Statements | <input type="checkbox"/> |
| Copies of GST Statements/Notice of Assessments | <input type="checkbox"/> |
| Copies of Corporate Tax Instalment/Notice of Assessments | <input type="checkbox"/> |
| Alberta Government & WCB (if applicable) | <input type="checkbox"/> |
| Copies of Alberta Tax statements | <input type="checkbox"/> |
| Copies of WCB Invoices/Refund notices | <input type="checkbox"/> |