

## 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

## ALBERTO ROMANO, *PROFESSIONAL CORPORATION* Chartered Professional Accountant

### Documents Required

Item	
<b>Bank Statements Etc.</b>	<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"/>
<b>Statements/Receipts/Invoices Related to Expenses</b>	<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"/>
<b>Customer Invoices</b>	<input type="checkbox"/>
Copies of Invoices Issued to Customers	<input type="checkbox"/>
Information Relating to Date Work Started & Date Work Ended	<input type="checkbox"/>
<b>Receiver General Statements</b>	<input type="checkbox"/>
Copies of GST Statements/Notice of Assessments	<input type="checkbox"/>
Copies of Corporate Tax Instalment/Notice of Assessments	<input type="checkbox"/>
<b>Alberta Government &amp; WCB (if applicable)</b>	<input type="checkbox"/>
Copies of Alberta Tax statements	<input type="checkbox"/>
Copies of WCB Invoices/Refund notices	<input type="checkbox"/>