



# BOOKKEEPING SERVICES

HENDRY WARREN LLP

## BOOKKEEPING SERVICES

- Data entry
- Bank reconciliations
- Credit card reconciliations
- HST return preparation
- Payroll calculations and processing
- T4 and T5 calculations
- Accounts payable processing
- Sales invoice processing
- Generation of internal financial reports from accounting software
- WSIB and EHT calculations

## CONTROLLERSHIP SUPPORT SERVICES

- Filing of HST returns
- Filing of T4/T4/T4A returns
- Filing of EHT and/or WSIB returns
- Financial statement analysis
- Review of pay rates with respect to ESA compliance
- QuickBooks conversion from Desktop to Online
- QuickBooks Online training

## SERVICES NOT INCLUDED

- A/R collections
- Physical bank deposits
- Direct payment of bills from client bank accounts