

# Service Details Bookkeeping Contract

---

## **Services Include:**

- Maintaining Filing System
- Accounts Receivables
- Accounts Payables
- Maintain Payroll Records / Timesheets, TD1 Forms (Federal & Provincial)
- Payroll (including transfers) / biweekly
- Preparations of Record of Employment / as needed
- Bank Deposits
- Bank Reconciliations
- Reimbursements To Employees For Expenses Incurred
- Account Postings
- Monthly Expenditure Reports
- Monthly Accounting Printouts
- Monthly Remittances / Receiver General
- Quarterly Remittances / WSIB
- Annual Remittances / GST Recoverable & HST Recoverable
- Annual T4's & T4 Summary
- Yearend Audit Preparations
- Yearend Audit Process with Auditing Firm
- Financial Meetings with Administrative Lead and Treasurer, as needed
- Process GRSP or Pension contributions (to be determined)

### Monthly reports:

- Comparative Income Statement
- Balance Sheet
- Comparative Report

### Quarterly Reports:

- Algoma NPLC – Quarterly Report

### **To be invoiced separately at hourly rate (\$100/hr)**

- Annual ASRER Report