

BUSINESS PARTNERING ACCOUNTING SOLUTIONS SERVICE PACKAGE FEATURES

	Paperless Solutions Available	SUPPORT PLAN	OUTSOURCING PLAN	★ ADVISORY PLAN
KEY BENEFITS				
<p>Value-added Professional Mentorship, Collaboration, Expertise, Consultation and Advisory in Business and Personal Financial & Process Management utilizing LEAN PRINCIPALS.</p> <p>Highly Skilled & Experienced Accounting and Tax Professionals; specializing in Small Business Management, Process Automation, Innovative Technology Integration (TechStack), Ecommerce and Virtual/Remote Services Environments.</p> <p>Our goal is to help your business achieve and focus on continuous improvements in areas of:</p> <ul style="list-style-type: none"> • INCREASING PROFITS while DECREASING COSTS • IMPROVED EFFICIENCY Across the Organization • ENHANCED CUSTOMER SATISFACTION • DEVELOP and IMPLEMENT CHANGE MANAGEMENT STRATEGIES (Adapt to the New Competitive Advantage) 	✓	✓	✓	✓
<p>TIME FREEDOM that will provide YOU with MORE PRODUCTIVE OPPORTUNITIES to focus on your Business, Personal, and Family Goals to BUILD, GROW, and THRIVE!!!</p>	✓	✓	✓	✓
<p>Flexibility of REAL TIME COMMUNICATION & REMOTE ACCESS to Accounting Professionals & Financial Data through:</p> <ul style="list-style-type: none"> • CLOUD CAPABILITY • MOBILE ACCESSIBILITY • REAL-TIME ACCESS 	✓	✓	✓	✓
<p>Cost-Effective, Professional Bookkeeping, Accounting & Tax Solutions with an Affordable Monthly Instalment Plan</p>	✓	✓	✓	✓
<p>Hassle-Free Auto-Scheduled Monthly Service Contract PAD Payment</p>	✓	✓	✓	✓
<p>No Locked-In Contract, Cancellation can be Made with 30 days Cancellation Notice</p>	✓	✓	✓	✓
<p>No Unexpected Services Fees with Annual Contract Agreement that Clearly Outlines Our Service Terms</p>	✓	✓	✓	✓

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SUMMARY SERVICE PACKAGE FEATURES				
SYSTEM & APPLICATIONS	QuickBooks Online Plus Subscription, Management & Daily Backups - Discounted Rate	✓	✓	✓
	DEXT (Receipt Bank) Unlimited Subscription - Discounted Rate	✓	Add-On Available	✓
	Timely Communication with Your Dedicated Accounting Team to Support Your Ongoing Business Needs	✓	✓	✓
	Complete Remote and Mobile Access & Paperless Solutions	✓	✓	✓
BOOKKEEPING & ACCOUNTING	Document Courier Service		Add-On Available @ \$10/MTH	Add-On Available @ \$10/MTH
	Bookkeeping Services	✓	Add-On Available	✓
	Reconciliation of Chequing/Saving/Credit Card/Line of Credit/Loan/Lease Accounts	✓	Add-On Available	✓
	GST/HST/PST/WCB Returns Filings	✓	Quarterly ✓	Quarterly ✓
FINANCIAL REVIEW, ANALYSIS & REPORTING	Guaranteed Monthly Processing Time	✓	14 business days	14 business days
	Profit & Loss Report (Income Statement)	✓	Quarterly ✓	Quarterly ✓
	Balance Sheet (Assets, Liabilities, Equity)	✓	Quarterly ✓	Quarterly ✓
	Customer Receivable Aging Report (Outstanding Receivables)	✓	Quarterly ✓	Quarterly ✓
	Vendor Payable Aging Report (Outstanding Payables)	✓	Quarterly ✓	Quarterly ✓
	Financial Review, Analysis, and Management Meeting	✓	Quarterly ✓	Quarterly ✓
	Access & Archive of Historical Data and Source Documents (receipts, reports, statements, etc.)	✓	✓	✓
	Payroll Management Services	✓	Add-On Available	Add-On Available
PAYROLL MANAGEMENT ADVISORY & SUPPORT	Business AND Personal Consultation Support and Mentorship	✓	Up to 1 Hour Consultation Session/Inquiries Per Quarter	Up to 1 Hour Consultation Session/Inquiries Per Quarter
	Respond on Behalf of Client as Authorized CRA Representative for CRA Inquiries (excluding Audit Support)	✓	✓	✓
	Deadline Reminder Emails	✓	✓	✓
	Audit (CRA Enquiry, Investigation, and Review) Support	✓	1 per Year ✓	1 per Year ✓

KLiu Accounting Services Inc.

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SUMMARY SERVICE PACKAGE FEATURES				
YEAR END				
Year End Review, Adjustments, and Financial Statement Preparation & Analysis	✓	✓	✓	✓
Tax Slips Processing	✓	✓	✓	✓
TAX RETURNS				
Year End Reconciliation of CRA & Other Tax Accounts	✓	✓	✓	✓
Corporation T2 Income Tax Returns	✓	Add-On Available	Add-On Available	Add-On Available
Trust T3 Income Tax Returns	✓	Add-On Available	Add-On Available	Add-On Available
Partnership T5013 Information Returns	✓	Add-On Available	Add-On Available	Add-On Available
Individual T1 Income Tax Returns - STANDARD	✓	Add-On Available	Add-On Available	Add-On Available
Individual T1 Income Tax Returns - STANDARD + Real Estate Rental Activities and/or Commission & T2200 Employment Expense Deductions	✓	Add-On Available	Add-On Available	Add-On Available
Individual T1 Income Tax Returns - STANDARD + Unincorporated Business(es): sole & partnership, Self-Employed Contractor(s) and/or Farm Activities	✓	Add-On Available	Add-On Available	Add-On Available
On-site Service (per visit)		Add-On Available	Add-On Available	Add-On Available
MONTHLY SERVICE FEE STARTING @		\$360	\$570	\$790

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DETAILED SERVICE PACKAGE FEATURES				
SYSTEM & APPLICATIONS				
<p>QuickBooks Online Plus Subscription, Management & Daily Backups - Discounted Rate Monthly subscription for the duration of contract, including application settings and features maintenance, updates & daily backup protection against malicious attacks; Real-time remote & mobile access to bookkeeping & financial records anywhere with internet & cellular connectivity.</p>	✓	✓	✓	✓
<p>DEXT (Receipt Bank) Unlimited Subscription - Discounted Rate Providing complete paperless solution with remote and mobile access, with this award-winning secure document upload & management application with advanced OCR scanning technology to automatically extract data off your receipts. INCLUDES: unlimited uploads; secure cloud e-document storage & archiving system; audit proof with ability to attach receipt to accounting system transactions; real time mobile & cloud access to stored information; ability to export reports & PDF files of stored documents; ability to auto-retrieve statements from online vendor accounts; and ability to email-in receipt attachments.</p>	✓	Add-On Available	✓	✓
<p>Timely Communication with Your Dedicated Accounting Team to Support Your Ongoing Business Needs Guaranteed 24-hour response time & extra priority provided on urgent matters. INCLUDES: Slack team messaging account setup, providing communication access & messaging archiving of all Slack communications with our accounting team.</p>	✓	✓	✓	✓
<p>Complete Remote and Mobile Access & Paperless Solutions Cloud-based and mobile-based applications are included to provide a complete full-cycle paperless process and real-time remote accessibility. Paper-based options are available; however, additional paper management fees may be incurred. (e.g. document courier, cloud archiving, paper shredding, etc.)</p>	✓	✓	✓	✓
<p>Document Courier Service Recommended for clients who are not yet ready to fully convert to paperless solutions - limited to one courier pickup per month; annual documents return courier service included.</p>		Add-On Available @ \$10 Per Month	Add-On Available @ \$10 Per Month	Add-On Available @ \$10 Per Month

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DETAILED SERVICE PACKAGE FEATURES				
BOOKKEEPING & ACCOUNTING				
Bookkeeping Services Recording of all financial transactions such as purchases, sales, receipts, and payments related to the business. Clients are responsible for daily customer invoices (if applicable) and to submit expense receipts and sales reports, monthly.	✓	Add-On Available	✓	✓
Reconciliation of Chequing/Saving/Credit Card/Line of Credit/Loan/Lease Accounts Process of comparing internal financial records against monthly statements from external sources—such as a bank, credit card company, or other financial institution to make sure all transactions are valid, including elimination of errors and duplicates.	✓	Add-On Available	✓	✓
GST/HST/PST/WCB Returns Filings GST/HST/PST/WCB calculation, validation, account reconciliation & filing, also including amendments & adjustments.	✓	Quarterly ✓	Quarterly ✓	Quarterly ✓
Guaranteed Monthly Processing Time	✓	14 business days	14 business days	14 business days
FINANCIAL REVIEW, ANALYSIS & REPORTING				
Profit & Loss Report (Income Statement)	✓	Quarterly ✓	Quarterly ✓	★ Monthly ✓
Balance Sheet (Assets, Liabilities, Equity)	✓	Quarterly ✓	Quarterly ✓	★ Monthly ✓
Customer Receivable Aging Report (Outstanding Receivables)	✓	Quarterly ✓	Quarterly ✓	★ Monthly ✓
Vendor Payable Aging Report (Outstanding Payables)	✓	Quarterly ✓	Quarterly ✓	★ Monthly ✓
Financial Review, Analysis, and Management Meeting Review and evaluation of business financial conditions, performance and profitability, including up to 1 hours of virtual conference call with Management to further discuss results and financial goal setting.	✓	Quarterly ✓	Quarterly ✓	Quarterly ✓
Access & Archive of Historical Data and Source Documents (receipts, reports, statements, etc.)	✓	✓	✓	✓

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DETAILED SERVICE PACKAGE FEATURES				
PAYROLL MANAGEMENT				
<p>Payroll Management Services Direct payroll deposit, direct CRA remittances, and employee self service online access features available; ROE processing, employee online portal to access payroll information, bookkeeping of payroll transaction accounting entries, CRA payroll liability account reconciliations, and responding to CRA year-end PIER review report, payroll audit & reporting requests. 5 employees per month included service fees related to additional employees exceeding inclusion (5) will be charged monthly through existing PAD agreement.</p>	✓	Add-On Available	Add-On Available	✓
ADVISORY & SUPPORT				
<p>Business AND Personal Consultation Support and Mentorship Value-added Professional Mentorship, Collaboration, Expertise, Consultation and Advisory in Business and Personal Financial & Process Management utilizing LEAN PRINCIPALS.</p> <p>Highly Skilled & Experienced Accounting and Tax Professionals; specializing in Small Business Management, Process Automation, Innovative Technology Integration (TechStack), Ecommerce and Virtual/Remote Services Environments.</p> <p>Our goal is to help your business achieve and focus on continuous improvements in areas of:</p> <ul style="list-style-type: none"> • INCREASING PROFITS while DECREASING COSTS • IMPROVE EFFICIENCY Across the Organization • ENHANCE CUSTOMER SATISFACTION • DEVELOP AND IMPLEMENT CHANGE MANAGEMENT STRATEGIES (Adapt to the New Competitive Advantage) <p>Additional consulting services are available @ standard consultation service rates starting @ \$150/hr.</p>	✓	Up to 1 Hour Consultation Session/Inquiries Per Quarter	Up to 1 Hour Consultation Session/Inquiries Per Quarter	★ Unlimited Inquiries 24-Hour Response Time
<p>Respond on Behalf of Client as Authorized CRA Representative for CRA Inquiries (excluding Audit Support) Authorize a professional to help manage tax information with CRA: information filing and submission, access CRA related account details and history, make inquiries and changes to business information and CRA related accounts. ***Each inquiry will be applied towards monthly Business AND Personal Consultation Support and Mentorship limits***</p>	✓	✓	✓	✓
<p>Deadline Reminder Emails Never forget another deadline! Receive timely emails prior to your upcoming business tax account deadlines: GST/HST, PST, tax filings & payments, tax slip issuance, payroll timesheet submissions, pending Accountant inquiries, missing bookkeeping documents & information, bookkeeping document submissions, etc.</p>	✓	✓	✓	✓
<p>Audit (CRA Enquiry, Investigation, and Review) Support CRA review & audit activity is noticeably increasing and will be more vigorous in the near future. More than 50% of CRA Review & Audit activities are focused on Small to Medium Business (SMEs), and CRA has the ability of reviewing & auditing up to 7 years prior, and possibly further. Depending on the scope of the review & audit, professional service time can vary between 2 - 40 hours. This service package feature insures and protects you from significant professional fees that may be incurred if a CRA review & audit was to occur.</p> <p>Additional audits are available @ standard accounting services rate starting @ \$110/hr</p>	✓	1 per Calendar Year	1 per Calendar Year	★ Unlimited

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DETAILED SERVICE PACKAGE FEATURES				
YEAR END				
Year End Review, Adjustments, and Financial Statement Preparation & Analysis Average year end review process is estimated to be 4-16 hours depending on the size of the organization & complexity of the organization's internal processes, year-end review processes and activities. INCLUDES: reconciliation of all balance sheets (assets, liabilities, equity) accounts; review of income and expense categorization & federal and provincial sales tax; review of all General Ledger accounts; prepaids & accrual adjustments; error adjustments; pro-ration calculations; and other mandatory requirements of Accounting Guidelines and Regulations.	✓	✓	✓	✓
Tax Slips Processing INCLUDES: up to five Tax Slips (Tslips) processed per service contract year, additional cost per each 5 employees/shareholder increment - T4, T5, T3, T4A, T5018 etc.	✓	✓	✓	✓
Year End Reconciliation of CRA & Other Tax Accounts Process of comparing internal financial records against CRA and other Federal and Provincial Government tax account records, such as payroll account, GST/HST account, PST/RST account(s), etc. Ensuring all transactions are valid, elimination of errors and duplicates, request for refund of overpayment(s), calculation of under-remittance(s) for timely payment(s), request for mis-applied account payment(s).	✓	✓	✓	✓
TAX RETURNS				
Corporation T2 Income Tax Returns	✓	Add-On Available	Add-On Available	Add-On Available
Trust T3 Income Tax Returns	✓	Add-On Available	Add-On Available	Add-On Available
Partnership T5013 Information Returns	✓	Add-On Available	Add-On Available	Add-On Available
Individual T1 Income Tax Returns - STANDARD	✓	Add-On Available	Add-On Available	Add-On Available
Individual T1 Income Tax Returns - STANDARD + Real Estate Rental Activities and/or Commission & T2200 Employment Expense Deductions	✓	Add-On Available	Add-On Available	Add-On Available
Individual T1 Income Tax Returns - STANDARD + Unincorporated Business(es); sole & partnership, Self-Employed Contractor(s) and/or Farm Activities	✓	Add-On Available	Add-On Available	Add-On Available
On-site Service (per visit)		Add-On Available	Add-On Available	Add-On Available
MONTHLY SERVICE FEE STARTING @		\$360	\$570	\$790
INITIAL SETUP FEE @			\$500	\$500