

Money Mentor

This is the best option for business owners who want comprehensive support. You'll feel as though the Make It Count team is an internal part of your team, helping to build a truly successful business, streamline systems, and deliver powerful reporting and advisory support to help with business decisions. At this level your service is prioritized so you get the most timely response and reporting possible.

Financial Friend

This option is for those who don't need comprehensive advisory support, but do nevertheless want more than just their accounts kept in line. It includes standard reporting services, phone support, CRA liaising, and a year-end review process.

Tidy Technician

This option is for those who are alright to miss out on some of the more comprehensive support and receive only the essential elements to keep their books in order and stay compliant with CRA and Accounting Standards.

Bookkeeping & Accounting Services	Money Mentor	Financial Friend	Tidy Technician
Full-cycle bookkeeping: recording, reporting, and year-end closing & adjusting entries	✓	✓	✓
Subscription to Quickbooks Online accounting software (Retail \$575 - \$1,000 / year)	Included	Included	Included
Paperless expense receipt processing (Subscription to Dext software, retail \$325-\$900/year)	Included	Included	Included
Make It Count invoices in flat monthly payments for ease of budgeting & greater certainty for your business (no surprises for hourly bookkeeping charges)	✓	✓	✓
Posting all business bank transactions to the General Ledger	✓	✓	✓
Completing monthly bank reconciliations	✓	✓	✓
Posting bills, expenses, and cash transactions	✓	✓	✓
Credit card transactions and reconciliations	✓	✓	✓
Calculation and filing of all sales tax returns (GST & PST)	✓	✓	✓
Posting payroll journal entries <small>*Ongoing payroll services, T4s, and WorkSafeBC filings are a separate service. Please inquire for quote.</small>	✓	✓	✓
Making adjustments for any foreign currency transactions	✓	✓	✓
Unlimited email support for general questions that arise	✓	✓	✓
Phone support for business input, brainstorming, & peace of mind	Up to 1 call per month	Up to 1 call per quarter	email support only
Management reporting (Standard: Balance Sheet, Profit and Loss by month)	Monthly Custom Reports	Monthly Standard Reports	reports not included
Monthly report on outstanding invoices and bill payments	✓	✓	reports not included
For Sole Proprietors: Annual filing of personal income tax return (valued at \$260/year)	✓	✓	available as a stand-alone service
For Partnerships: Preparation of year-end numbers for use on Partners' tax returns <small>*Partners may choose to hire Make It Count for their individual tax returns as a separate service, or Make It Count will provide year-end numbers to the tax preparer of your choice</small>	✓	✓	available as a stand-alone service
For Corporations: Preparation of year-end numbers for Financial Statements & T2 return (T3010 for Registered Charities) <small>*Statements & T2 Returns prepared by Make It Count would not have oversight of a CPA and therefore may not be appropriate for all users/purposes. In the case you require a CPA for your statements, we would work with an external CPA to assist them in the year-end process on your behalf. This would be an additional cost paid directly from your company to the CPA.</small>	✓	✓	available as a stand-alone service
Liaising with CRA on your behalf	✓	✓	available as a stand-alone service
Customized setup & employee training for Quickbooks Online account*	✓	available as a stand-alone service	available as a stand-alone service
Priority service: - Priority response from the Make It Count team to your emails, phone calls - Priority scheduling for meetings - Priority service, closing your monthly books sooner in the following month	✓	available as a stand-alone service	available as a stand-alone service
Oversight on development of financial policies and procedures <small>*guidance and input only. Policy-writing and creation not included</small>	✓	available as a stand-alone service	available as a stand-alone service
Assistance developing an Annual Budget for your business	✓	available as a stand-alone service	available as a stand-alone service
Quarterly Business Review & Strategy Meeting (Zoom), on topic(s) of your choice: - Financial reports analysis - Profit & Loss, Balance Sheet, Cashflow - Trend analysis: Charts, graphs, highlights, & interpretations across the months / years - Financial goal-setting, benchmarking, & reflection - Operations assessment to maximize the efficiency of your business systems - Money management including expenses analysis, cost reduction, debt monitoring	✓	available as a stand-alone service	available as a stand-alone service

*Please note that if your company is not already using Quickbooks Online there is a one-time set-up fee of \$350 + GST which includes a 45-minute orientation training for you/your team.



Money Mentor

This is the best option for employers who want comprehensive services which better support both employee & employer from a Human Resources perspective. This option includes more employee-specific services and administrative support.

Financial Friend

This option is for those who don't want comprehensive employee support, but need a bit more than just regular payroll processing or have some payroll complexities. This option includes some additional filings, calculations, & services.

Tidy Technician

This option is for those who are alright to miss out on some of the more comprehensive support and instead receive only the essential elements to process regular payroll.

Payroll Services	Money Mentor	Financial Friend	Tidy Technician
Accurate, timely payroll processing, guaranteed compliance with BC Employment Standards Act	✓	✓	✓
Payroll processing software (PayEvo or QBO Payroll)	Included	Included	Included
Direct deposit payments for employees/contractors: maximum per month (add \$4/month per extra employee above the included limit)	20	12	5
Guaranteed compliance with CRA statutory deductions, filings, & remittances	✓	✓	✓
Detailed attention paid to statutory holidays, overtime pay, and other special remuneration	✓	✓	✓
Automatic filing & payment of monthly payroll source deduction remittances	✓	✓	✓
Preparation, filing, & distribution of annual T4s, T4SUM	✓	✓	✓
Preparation and submission of Record of Employment (ROE) for employee terminations	✓	✓	
Calculation & filing of WorkSafeBC / Workers' Compensation premiums	✓	✓	
Calculation & filing of Employer Health Tax, if applicable	✓	✓	
Liaise with CRA on your behalf	✓	✓	
Tracking of employees vacation time, banked overtime, sick days, paid leave, etc.	✓		
New employee on-boarding, including: processing TD1 tax forms, requesting signatures on employee contracts, maintaining employee files	✓	employer is responsible for collecting all new employee information for onboarding and maintaining employee files	employer is responsible for collecting all new employee information for onboarding and maintaining employee files
Direct communication with employees regarding questions about payroll, paid leave, etc.	✓	no direct communication with employees	no direct communication with employees
Administration support for employee group benefits, including liaising with group insurance providers to enrol new employees	✓		