



-  Accounts Payable Management
-  Accounts Receivable Management
-  Bookkeeping
-  Finalization and F/S Preparation
-  Payroll Posting and Processing
-  GST/HST filing and advisory services
-  Income Tax filing and advisory services
-  Virtual CFO
-  Software Development Services



**Bookkeeping, Payroll, HST, Income Tax and Financial Analysis solutions absolutely suitable for your business needs**

- Are you looking for timely, reliable, and accurate monthly financials, consistently?
- Do you need an experienced and reliable company that understands a variety of industries?
- Do you want to save 30-40% on your current bookkeeping and accounting cost?
- Do you need Financial Reporting & Analytics to contribute to your financial growth?
- Do you need vigilance of your books to help you make informed & better decisions beforehand?

## BENEFITS

With Candle Accounting Solutions there are several benefits that can be listed but below are a few of them;

- No Infrastructure Cost
- No Worker's Compensation
- No Health Benefits Cost
- No Provincial or Federal Taxes
- No Unemployment Cost
- No Compliance
- No Pension or Other Retirement Benefits
- No Chance of Employee Litigation

## OUR SERVICES



### Bookkeeping

- ▶ Setting up Chart of Accounts as per industry standards
- ▶ Bank statement processing and reconciliation
- ▶ Record purchase and sales transactions
- ▶ Accounts receivable and accounts payable management
- ▶ Inventory management
- ▶ Recording of loan repayments and reconciliation of accounts with debt statements
- ▶ Fixed Assets accounting
- ▶ T4A processing
- ▶ Adjusting journal entries

### Finalization of Accounts

- ▶ Closing AJEs including interest on loans, depreciation of fixed assets, inter-company reconciliation
- ▶ Quarterly/yearly reconciliation of books with GST/HST returns, payroll returns, loan statements and bank reconciliation
- ▶ Proper reclassification of income and expense accounts to help readers understand the financials properly
- ▶ Preparation of financial statements on a quarterly/annual basis
- ▶ Management reports

### Payroll Services

- ▶ Register business with CRA for payroll processing
- ▶ Bi-weekly/monthly posting of payroll entries
- ▶ Reconciliation of payroll bank accounts and matching books with payroll returns
- ▶ Processing and preparing data for T4 slips

### GST/HST Services

- ▶ Registering business with CRA for GST/HST
- ▶ Preparing data for GST/HST returns
- ▶ Preparation and filing of monthly /quarterly/yearly GST and HST returns
- ▶ Reconciling books with filed GST/HST returns

### Income Tax Return Preparation

- ▶ T1 tax return preparation for individuals and proprietorship businesses
- ▶ Tax accounting for small businesses
- ▶ T2 tax return preparation for corporations
- ▶ Advise on tax planning and maximizing available tax credits
- ▶ T3 tax return preparation for estates and trusts
- ▶ Preparation and filing of amended tax returns

### Virtual CFO

- ▶ Analysis of quarterly/yearly financial statements
- ▶ Periodical insight reports to help owners understand the exact financial position of the business
- ▶ Setup accounting procedure for a new business
- ▶ Streamline accounts for an established business and set up an internal control procedure
- ▶ Break-even analysis and cashflow projections
- ▶ Reports based on ratio analysis
- ▶ Working capital management
- ▶ 'What-if' scenario analysis
- ▶ Continuous offshore support for small businesses



## HANDS ON EXPERIENCE



## HOW IT WORKS?



**1 Requirement Analysis**  
Let's determine the best solution for your business



**Contact Us**  
Reach out to us on [info@candleaccounting.ca](mailto:info@candleaccounting.ca) to schedule a free consultation



**3 Provide access**  
Provide us access to your system and data



**4 Professional Accounting**  
Books are updated within 1-2 business days



**5 Review and finalize**  
Review the financials with our team and finalize on monthly or quarterly basis

## Service Packages



Delivery Modes	
<b>Review</b>	<ul style="list-style-type: none"> <li>✓ Client Relationship Manager – Toronto, Ontario, CAN</li> <li>✓ Staff Member/s - Toronto, Ontario, CAN</li> </ul>
<b>Hybrid</b>	<ul style="list-style-type: none"> <li>✓ Client Relationship Manager – Toronto, Ontario, CAN</li> <li>✓ Staff Member/s - India</li> </ul>
<b>OffShore</b>	<ul style="list-style-type: none"> <li>✓ Client Relationship Manager – India</li> <li>✓ Staff Member/s - India</li> </ul>
<b>Recruitment Services</b>	<ul style="list-style-type: none"> <li>✓ Share your requirements (Position, skills, job description, budget, working hours per week, etc.)</li> <li>✓ We search for relevant profiles in the industry and market</li> <li>✓ We share the resumes with you and get the interview scheduled</li> <li>✓ You offer and update us so that we follow up with the candidate till the joining</li> </ul>

## INDUSTRIES WE SERVE

