

Onboarding and Set Up

Get started with:

- One introductory virtual Meet and Greet on Zoom (30 minutes);
- Two in-depth Zoom sessions for bookkeeping setup and support (1 hour each).

Please note: To make the most efficient use of our time together, our team requires that you complete our onboarding form in full and provide us with any requested documentation, including financial reports, before our first meeting.

Unlimited use of premium bookkeeping software at a significantly lower cost:

- Includes access to one Quickbooks Online Plus account, one Hubdoc financial documents storage account, and a Wagepoint payroll account (if applicable), set up by our team;
- If applicable, file migration from your existing accounting software.

Make reporting easier: We know that reporting to funders and filing in CADAC feels complicated and takes A LOT of your time. Utilizing the power of Quickbooks Online, we'll set up your Chart of Accounts and files so you can get the numbers you need at the click of a button.

Drastically reduce your financial administration hours with access to the right tools: We'll provide you with access to our made-for-the-arts financial checklists, templates, and other resources that will help streamline your processes and prepare you for annual filings.

Choose your payment cadence: While we complete your bookkeeping on a monthly basis, you can choose whether to pay monthly, quarterly or annually.

Ongoing Services

It doesn't matter if you have 10 or 300+ transactions per month! We have your bookkeeping needs covered:

Monthly bookkeeping: We'll take over the responsibility of entering and verifying customer and supplier invoices, reconciling bank transactions, processing point-of-sale transactions, and other day-to-day tasks.

Payroll: Need help with paying your employees? We'll automate your bi-weekly or semi-monthly payroll processes, calculate your WorkSafe BC premiums, and file your T4s for employees, and T4As for contractors.

Tax Reporting Services: Pass your tax reporting over to us. We can file your GST reports and rebates, and calculate your PST remittances on a monthly and quarterly basis.

Please note: We do not provide income tax and charity return filings. We recommend that you contact your accountant for this service.

Year End: Our ongoing monthly services will take the hassle out of your year-end preparation. We can connect directly with your accountant and share your ready-to-go Quickbooks file. And when the accountant is finished with your file, we'll enter your year-end adjusting journal entries.

Other Services

With notice, Arts BC will be pleased to consider providing other services and products you request in the scope of bookkeeping and will advise you of any additional fees for those services at that time. These services include:

- Access to “Bookkeeping for Non-Profits” self-guided online course
- Discounted rates on other Shared Services related to Bookkeeping (such as Coaching for Treasurers / Board / EDs)
- One-on-one financial admin consulting