



Chartered
Professional
Accountants

Bookkeeping

FAST, ACCURATE AND DEPENDABLE SERVICE

When you need bookkeeping support, you need the right answers, right now. RLB Bookkeeping Support Specialists are experts in all facets of bookkeeping and accounting software including payroll, sales tax and government reporting. If you are interested in handing off all of your bookkeeping or just need help with quarterly HST filings, you can trust your books to the professionals at RLB.

We personalize our services to meet your needs. For some of our clients this means they consider our team their on call bookkeeper knowing we are ready to help when they need it. Do your own bookkeeping? We can review your books monthly, quarterly or as needed and we are always here to answer your questions. Either way, you know that your bookkeeping is in the hands of experienced professionals.

Our team understands the needs of different types of businesses and can provide practical, user-friendly advice. Whatever bookkeeping issue you are facing, we have probably dealt with it before and will know how to help. Our professional bookkeepers love what they do and are an integral part of our larger accounting team. This means our bookkeepers follow our company wide commitments to ethical, responsible and accurate work.

OUR BOOKKEEPING SERVICES INCLUDE:

- Bookkeeping entry
- Organizing your books
- Catching up on past bookkeeping
- Payroll Services, including CRA returns and reports, Workplace Safety and Insurance Board (WSIB), Employer Health Tax (EHT), Records of Employment (ROE), T4's
- Sales Tax returns and reports

MORE THAN JUST BOOKS

We also provide expert consulting and advice on setting up or converting to new bookkeeping software and set it up right the first time. From data transition to training, we know the right questions to ask about your business to ensure your new bookkeeping system will meet



your needs. If you are thinking about moving to the cloud we can help you with that decision and conversion. We will worry about all the logistics so you can focus on growing your business.

At RLB we can support you by also providing training on software, on-call advice and best practices. This includes:

- Training on best bookkeeping practices, payroll and sales tax compliance, and advanced bookkeeping skills such as multicurrency, inventory, and job costing bookkeeping
- Training on bookkeeping software, both desktop and cloud versions. We have on staff experts who know QuickBooks, AG Expert and Simply Accounting
- Setting up or converting bookkeeping software, switching to working in the cloud
- Using cloud-based services to improve bookkeeping processes and create efficiencies
- Using advanced features in bookkeeping software, or assisting with finding and integrating the best app to work with the bookkeeping software
- On-call advice and support for bookkeeping and bookkeeping software questions
- Implementing new bookkeeping processes and improved bookkeeping controls

PART OF YOUR TEAM

We can help you take your business to the next level by providing you with timely and accurate information. Get the most out of your bookkeeping and software to maximize efficiency and make sure you have the information you need, when you need it.

CONTACT

We are always here to help! Contact us today at bookkeeping@rlb.ca.

RLB Chartered Professional Accountants

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rlb.ca



RLB is the largest full service regional public accounting firm in Southwestern Ontario, proudly serving our community for more than 60 years. Providing auditing, accounting and tax services, RLB's professional services also include consulting, business valuation and management consulting services.

At RLB ... People Count.