



YOUR BUSINESS *is* OUR BUSINESS.

Your business deserves
quality accounting and
tax services at
a fair price. That is
our specialty.

A CHARTERED
ACCOUNTING FIRM
EXCLUSIVELY FOR THE
SMALL BUSINESS...



Canadian Owned & Operated

*Helping Small Businesses
Become Bigger Players*

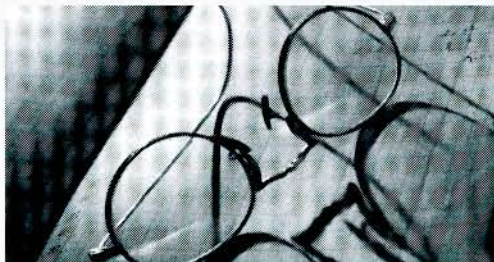
Who is **SMALL BUSINESS SERVICES?**

Joe Truscott, B.B.A., C.M.A., C.A., is the owner of Joseph A. Truscott Chartered Accountants & Management Consultants and offers a very unique and valuable service to small and medium size businesses. Joe was previously a partner in the firm Feldman, Truscott & Co., Chartered Accountants and has worked exclusively for CA firms since 1973. Joe was also a Senior Manager of the Management Advisory Services Department of a major accounting firm to small and medium size businesses.

In addition, Joe is a member of the Canadian Institute of Chartered Accountants, the Ontario Institute of Chartered Accountants, the Society of Management Accountants, and is a member of several local business and tax advisory boards including Revenue Canada's Tax Consultation Group, the Society of Trust and Estate Practitioners and the Canadian Tax Foundation.

During your first meeting, Joe will bring to the table his 27 years of experience in advising small business clients. Your business will be analyzed and a plan will be prepared on how best to achieve your business goals. Starting almost immediately your business will reflect positive changes as procedures are realigned to be more cost efficient and productive.

Your confidence in our services is rewarded when you find you have more time to concentrate on "running your business" and not having your business run you! Your time is valuable - allocate it where it is used best.





LET US
SHOW
YOU *how*

Your needs as a small business are not much different from those of a large corporation. You also require professional advice on financial, tax and general business matters. You also look for quality, professional advice on financial, tax and general business questions. You can not afford the luxury of hiring full time staff to meet these needs.

This is where Small Business Services can help! We've been in business for over 20 years. We have the resources and commitment to fulfill your needs on a cost effective basis.

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BOOKKEEPING - We can help you find the most efficient method of obtaining the financial data you need to manage your business and satisfy government reporting requirements for GST, PST, Source Deductions, etc. This includes providing computerized bookkeeping & monthly financial statements at a fraction of a full-time employee's cost.

TAX - One of our main objectives is to review and prepare your personal and corporate income tax returns. We are able to decrease your income taxes, because of our close working relationship that enables us to provide you with the income tax planning suggestions that you need, to minimize your tax burden. We also prepare or review your GST, PST, WSIB, returns, etc., to ensure you are not overpaying your taxes!

ACCOUNTING - We provide monthly and annual financial statements with review or compilation reports as required by you and your banker. By dealing exclusively with small businesses like yours, we are experienced in offering these services in an efficient manner and with a minimum disruption to your business day. We provide a Preventative Accounting Service.



LET US BE *Your* PARTNER

PAYROLL PREPARATION - We maintain employee earning statements and prepare employee payroll checks. We determine all source deduction withholdings for Tax, CPP, & EI, make government remittances, prepare annual T4 slips, prepare EHT and WSIB reports and complete Record of Employment forms.

MANAGEMENT ADVISORY SERVICES - We have over 25 years of experience assisting and guiding small businesses in maximizing their profits. We commit the full range of our talents and resources to helping you grow your business. **We welcome the challenge of assisting you and your business with any of your unique problems and the challenges they present.**

Some of our services include:

- Preparing a business plan or an operating budget.
- How to best present your business to your Banker/Lenders, so you can obtain the best available financing. We also have sources of financing available.

These are but two of the many and varied professional services we provide to our small business clients. You will gain the benefit of our experience and our assistance in helping you improve your business operations on a monthly basis. Over 95% of our clients are small and medium size business owners, like you.

We offer:

- Monthly financial statements.
- Comprehensive tax planning.
- Timely and accurate submissions of all your personal & corporate tax returns, PST, GST, Payroll, etc., reporting requirements.
- Monthly on time pick-up and delivery service at no charge.
- Free unlimited telephone consultation. Use us as your sounding board!
- Business start-ups: advice on proper business formation as a sole proprietorship/partnership/joint venture or corporation.
- A number of specialized management advisory services.
- Peace of mind.

WE DON'T STOP *There...*

We develop a close relationship through regular meetings with you. These meetings are essential so that we can obtain, deliver and interpret completed statements, discuss all tax issues and plan for the future! With the assistance of our staff, you are able to make pro-active decisions based upon the information provided. This simple, yet concise reporting system makes routine bookkeeping, management, compliance and tax planning activities worry free!

Our Mission is to:

- 1) **increase** your profits
- 2) **reduce** your income taxes and
- 3) **simplify** your business systems.

PROACTIVE SPELLS *Success...*

Organization of records, tax law smarts and accurate record keeping procedures are hallmarks of a successful proactive business.

To stay ahead of Revenue Canada you need a service that is prepared to explain things in easy to understand terms – at reasonable rates. You need access to a professional accountant at times that are convenient to you. You need a financial negotiator that is aggressively on your side.





In THE TRENCHES

Our two quarterly publications *Business Matters* and *The Quarterly Dividend* will help you wade through the complexities of the changing business and tax environment. These publications are written exclusively for the benefit of our clients. They include helpful tax planning tips, current tax law changes and timely information on various business matters that will help you run your business and increase your profits.

When You're succeeding, We're succeeding.

With the assistance of Small Business Services, you will be able to make sound decisions based upon information we offer. Our concise reporting system makes routine bookkeeping, financial reporting, compliance and tax planning activities worry-free and will ensure your road to success is smooth.

For affordable, reliable and quality measured results, call on the one **professional Chartered Accounting firm** that specializes in working with **small and medium size** business owners.

That firm is **Small Business Services**.

We want you to succeed.



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