TALBOT ASSOCIÉS • ASSOCIATES
CHARTERED PROFESSIONAL ACCOUNTANTS
COMPTABLES PROFESSIONNELS AGRÉÉS

BOOKKEEPING INITIAL QUESTIONNAIRE

The purpose of this questionnaire is to get to know you, your company, and its needs to be able to provide you with a **preliminary quote**.

Welcome to the first step of our onboarding process. This questionnaire is designed to learn more about your business and determine your bookkeeping needs so that we can generate a plan with you.

Our services are quite flexible and designed to allow you to shift gears as needed as you grow your business.
We offer:

- **Technical support services**: We help you or your bookkeeper troubleshoot entries and software
- **Training services**: We offer training on your bookkeeping software (if supported by our tech team)
- **Payroll services**: We offer support and payroll processing services
- **Bookkeeping services**: Whether you need a full-service bookkeeper, or simply someone to support your current bookkeeper, we can help you

If bookkeeping services are required we will generate a proposal of services and fees based on the information shared in this initial discussion. The proposal will be sent to you for consideration. Once the proposal is accepted we schedule an onboarding meeting where we discuss the details of how information will be submitted and accessed for each period of bookkeeping and define the starting point.

Which of our offices do you wish to work with?

Please note that not all office locations currently offer bookkeeping and payroll services. These services are available through our St. Norbert, Stonewall, Selkirk, and Steinbach offices. However, **you may drop off your bookkeeping documents at any of our locations** for convenience, and they will be forwarded to the appropriate team. Alternatively, you can submit your documents remotely through our virtual platform.

Name of business

Name of applicant
Who do we address

Phone number

Email address

Mailing address

What type of Entity do you have? ○ Sole Proprietorship ○ Partnership ○ Corporation

○ Nonprofit organization → **Are you a Registered Charity?** ○ YES ○ NO

How many shareholders/owners/board members?

When is your Year End?

Are you a shareholder/owner/board member? ○ YES ○ NO

How long have you been operating / When did you incorporate?

General notes

Tell us about your company

What is your company industry?

What do you do? (this question helps determine what kind of expenses we could come to expect)

What software do you currently use for bookeeping?
(ex: QuickBooks Desktop, QuickBooks Online, Wave, Sage, Excel, etc.)

Do you use **Dext** (formerly Receipt Bank)? YES NO

Who currently does your bookkeeping?

Do you want to change software? YES NO **Are you open to changing software?** YES NO

General notes

Revenue - Walk us through a sale in your business.

Where do you record your sales/how do you generate invoices? For registered charities, indicate how you issue your donation receipts

- **Directly in bookkeeping software; do you apply the payments received in the software?** YES NO
  If yes, at what frequency are you applying these payments?
- **External application(s) or point of sale system; please indicate which software/system:**
- **Use hand written carbon copy**
- **Generate after the fact using Excel, Word, etc.**
- **Other:**

Walk us through a sale in your business.
ie. When and where are things recorded and issued?

Do you issue estimates? NO **YES** - **In** a bookkeeping software **YES** - **Outside** a bookkeeping software

Do you request deposits for your services? NO **YES**

If you are receiving any grant funding (monies from government or other entities)

How many active grants do you currently have? Do these grants require special reporting and/or proof of what the funds were used to purchase?

General notes

Assets

List the bank accounts used for business transactions, please indicate who you bank with (ex: BMO, RBC, Caisse, etc.)

Are these listed accounts only used for business purchases? YES NO

Best guess of total # of transactions per month, excluding deposits for sales?

Do you track your accounts receivable (amount your clients owe you)? YES NO

How do you track what is due to be paid to you?

General notes

Liabilities

Do you have any loans, lines of credit, credit cards or outstanding lease agreements?

Lines of credit Financial Institutions

Are these accounts only used for business purchases? YES NO

Best guess of total # of transactions per month?

General notes

Credit cards Financial Institutions

Are these accounts only used for business purchases? YES NO

Best guess of total # of transactions per month?

General notes

Loans Financial Institutions

What are these loans for?

Outstanding lease agreements Financial Institutions

What are these leases for?

General notes

Expenses

Please indicate which method of payment you use most.

- Interac e-transfer
- Cash
- Cheques
- Credit card/Debit card
- Paypal
- Amazon
- Other Notes:

How many major suppliers do you have?

If you have regular major suppliers, are you issued regular invoices and/or statement of accounts?

- NO
- YES
- FOR MOST
- FOR SOME

Do you track your accounts payable (amount you owe)? YES NO

How do you track what you owe?

General notes

Tax Remittances

Are you required to collect GST on sales? YES NO

What is your remitting frequency?

Does this apply to all sales? YES NO

Are you required to collect Manitoba RST (PST) on sales? YES NO

What is your remitting frequency?

Does this apply to all sales? YES NO

Do you generate revenue in other provinces? YES NO

If yes, are you required to collect and remit RST (PST) for those respective provinces? YES NO

↳ **If yes, in which provinces?** **British Colombia** **Saskatchewan** **Quebec**

Are you registered in each applicable province? YES NO

↳ **If no, select which applies**

- I use a MarketPlace Facilitator (MPF) who remits RST on my behalf
- I am under provincial threshold and therefore not required to be registered or remit
- Other:

Our default financial reporting includes a Profit & Loss, Balance Sheet, Accounts Receivable aging (when applicable), Accounts Payable aging (when applicable), General Ledger (sometimes we extract the shareholders loan transactions if regular attention is needed). When comparatives are an option we highly recommend using this feature (ex: year to date, month to date, to budget, etc.)

Will you require special reporting? What frequency? What due date? And what needs to be included in these reports?

Do you require Payroll services? NO YES

What do you currently use for payroll processing?

General notes

Expectations of services

We offer two week turnaround from the date ALL information is received for most of our projects. It is important that both parties understand what is expected throughout the engagement and the deadlines that need to be met. The initial proposal that we will issue to you will detail our understanding of expectations, be sure to review these terms and ask questions to clarify when unclear. The subsequent onboarding session is designed to ensure we are all on the same page and moving in the same direction, again, we encourage you to ask many questions and share any situations that may cause issues in the proposed process. We pride ourselves in finding solutions that fit for you and your business model, we do not want to hinder the process, always looking to improve it and work alongside you.

Next steps

Please submit this completed questionnaire to us for processing at:

bookkeepingadmin@talbotcpa.ca

We will generate a proposal within two weeks of receipt.

We look forward to getting to know you and your business!