






Victoria, BC   
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Hello! We are Two Wheels Bookkeeping, a small operation out of Victoria BC, by community, for community. Our bookkeepers are Kevin, a retired banker who rides his motorcycle up and down the pacific coast, and Fletcher, a data specialist who gets around town and Vancouver Island on his 30+ year old mountain bike. Our passions lie in supporting the arts, environmental orgs, and community-building.

**Let us take the handlebars, and we can get your books rolling too.**

Our bookkeeping services are directed to provide support to not-for-profit enterprises, charitable organizations, and small businesses. We are a paper-free operation, storing all transaction back-ups in electronic format. We are available for a free consultation to review your requirements and provide financial advice relating to how to move forward.

#### **Bookkeeping Service**

- Transaction posting
- Payment oversight
- Invoice production
- Bank account reconciliation
- Budget prep and reporting
- Accounting set-up

#### **Tax Management**

- GST and PST tracking – regular tax accounts
- Sales Tax return prep and filing
- GST Rebate prep and filing – qualifying non-profits

#### **Reporting**

- Monthly financial statements
- Other reporting as requested
- Monthly financial report for management

#### **Payroll**

- Limited payroll management
- Contractor pay management
- Annual T4A prep and CRA filing

#### **Year End**

- Management Reports
- Charity tax return
- T2 Short Form for qualifying companies – prep for signatures and submission
- Gaming Account reporting

#### **General**

- All services require Quick-books Online as the platform
- Access to client bank accounts (read only), online processing platforms, CRA accounts required
- On-call for financial advice
- Available for staff / board meetings

#### **Experience**

- 20+ years commercial banking experience
- 8+ years executive finance management – government
- Small business owner / operator
- Existing client base – available for reference