

ACCOUNTING SERVICES

Leno offers accounting services that are designed to be systematic business support services for small to medium sized business who require a unique understanding of their business.

We can design a comprehensive framework of policies that streamline and organize your company's accounting process.

Our list of standard accounting services include the following:

- **General Ledger:** Leno will maintain a clean general ledger.
- **Accounts Receivable:** Leno will invoice your customers and manage collections as necessary, receiving your payments and depositing them directly into your bank account.
- **Accounts Payable:** Leno will organize, date track and issue cheques for your payables, doing so in a timely fashion that maximizes your credit terms and minimizes cash flow impact.
- **Reconciliation of Bank Statements:** Monthly bank statement reconciliations are a must for accurate preparation of financial statements. We will reconcile your business checking account to be able to identify lost checks and deposits, detect and prevent unauthorized bank charges, and to have an accurate reading of your company's financial health.
- **Financial Statements:** Leno will provide monthly financial statements for your review as part of our standard accounting package.

ACCOUNTING RELATED SERVICES

One of the accounting related services (which is separate from the standard accounting services) we provide is:

- **VAT Filing:** Leno will prepare and submit your VAT payment to the relevant authorities.



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