www.LEVERAGE.works

PETER TEUNISSEN
CPA CA

Founder & CEO
Leverage Consulting Group.

LEVERAGE

(CONTRACT) CFO

LEVERAGE Consulting Group provides CFO services for those clients that require business management services as a **stand-by**, on a **part-time**, **Project** or **full-time** basis.

Commitment

Leverage Consulting Group

LEVERAGE YOUR OPPORTUNITY WITH OUR EXPERTISE

Our MISION

To develop business strategies for growth & sustainability,
Through leveraging resources and easing commitments.

The Alberta economy provides a volatility unprecedented to other areas of the Canada due to its close connection with the resource industry. The rapid expansion and contraction of the market brings unique challenges when it comes to business resources & risk management.

Leverage.CFO SOURCE provides a full range of CFO services for business owners and management teams, without the extensive costs & commitments associated with hiring a C-Suite individual.

CASH FLOW MANAGEMENT

LEVERAGE provides cash management modeling solutions ranging from simple to extended (multi-year & multi division) models.
Let us assist in developing your budget(s) and provide targets that are tangible and measurable

FINANCING

Are you looking to obtain NEW financing, INCREASE existing financing or you just need an ALTERNATIVE SOLUTION all around. We have strong relationships with several financial institutions.

COMPLIANCE

LEVERAGE has extensive experience in preparation, review and implementation of compliance related reporting that lending institutions require. Including covenant & margin reporting.
If you would like to receive monthly or quarterly management reports? **Ask us!**

PROCESS DEVELOPMENT

Let us assist in the development of processes:

- Monthly, quarterly & Annual Reporting
- Internal controls
- Year-end audit or review
- Financial Leadership
- Inventory management

HUMAN RESOURCES

Whether you require **HR policies** to create a winning organizational culture, require preparation of payroll OR implement third party payroll services such as **Ceridian & ADP**. Let us handle this for you.

GOVERNANCE

- Corporate Structuring
- Change Management
- Internal controls
- Expense & Spending Policies
- Expense automation

Network

OUR NETWORK

Our network of consultants provides invaluable expertise in:
Financial & Lending Institutions
Human Resources
Information Technology
Benefits Providers
Safety Consultants
Industry Specialists

Expertise

TRADITIONAL SERVICES

- Accounting
- Bookkeeping
- Administration
- Accounting quality review
- GST, audit or filings
- Workers Compensation
- Document retention
- CRA Risk Mitigation
- CRA Compliance review

PRICING (Contract CFO)

Hourly work is billed at **$75/HR**.

Packages available

Professional Experience

Governed by the Alberta institute of Chartered Professional Accountants

Our consultants are all experts within their field and maintain the highest standard as required by their governing bodies

Fractional Cost of Service

Hire us for as much or as little as you need, but MOST importantly:

We are available “any-time” and “on-demand”.

Independence & Objectivity

Our vast experience gained in a variety of industries allows us to provide independent, impartial & in depth solutions.

Get the RIGHT solution for YOUR business.

CONTACT US TODAY

www.LEVERAGE.works
INFO@LEVERAGE.WORKS
403-480-4020

No .COM required because LEVERAGE.WORKS

www.LEVERAGE.works
403-480-4020

PETER TEUNISSEN, CPA CA
Founder & CEO
Leverage Consulting Group.

LEVERAGE CONSULTING GROUP
Provides **Management Consulting services** through Contract CFO, "IN-SOURCED" Accounting services and Business grooming services to those wanting to run their business leaner, smarter, and in a more cost-effective manner.

Find out more - www.leverage.works
Call us for a coffee – 403-480-4020
Email us – info@leverage.works

YOUR RESULTS ANYWHERE, ANYTIME

All our clients receive QuickBooks Online access on their phone or mobile device. You will have active and up to date information in the palm of your hands, at any time, EVEN while we are working on your books!

** Your documents are retained for the duration of your subscription. Upon cancellation of the subscription a USB with your documents will be provided.*

LEVERAGE CONSULTING GROUP

FOR THE SMALL BUSINESS WITH LIMITED TRANSACTIONS

TURN KEY ACCOUNTING

We have truly simplified the "necessary evil" of administration through our innovative administrative process. We present to you our "Turn Key Accounting & Bookkeeping solution":

- ✓ Your books will always be up to date
- ✓ No need to visit your accountant or bookkeeper
- ✓ No more Canada Revenue worries
- ✓ Quality, Consistency and Accuracy, that's our claim to fame.

HERE'S HOW WE WORK:

STEP 1 – YOU GATHER YOUR DOCUMENTS

- ✓ We provide you with an envelope and coding sheet.
- ✓ You code your documents, bank statements and receipts using our coding cheat sheet.
- ✓ Put the documents in our envelope
- ✓ Drop your envelope off in the predetermined drop-off area at your office and we will pick it up.
- ✓ Now you sit back and relax.

STEP 2 - WE PICKUP YOUR ENVELOPE

And will:

- ✓ Scan your documents, bank statements & receipts*
- ✓ Prepare your bookkeeping within 5 – 10 business days.
- ✓ File your GST (Monthly, Quarterly, Annually)
- ✓ Email you any questions right away and include our discussions in your file for year-end purposes.

STEP 3 – NOW THAT WE ARE ALL DONE

We will:

- ✓ Return your documents in an organized manner at your location. (we've kept an electronic copy)
- ✓ Inform you of potential tax liabilities
- ✓ Provide suggestions and tax tips
- ✓ Provide an electronic copy of your financial statements (via email)

CANADA REVENUE

Businesses who keep their records up to date tend to get 20% more in tax deductions than those that wait until the year end.

We also eliminate the stress related to Canada Revenue's filing requirements and audits nightmares by retaining your documents electronically.

PRICING

ALL INCLUSIVE PACKAGE - $100

- ✓ Up to 50 entries or transactions per month.
- ✓ All the benefits
- ✓ We scan your documents

BASIC PACKAGE - $75

- ✓ Up to 50 entries or transactions per month.
- ✓ All the benefits, except you scan your documents. Unfortunately scanning takes time, pesky staples, wrinkled receipts, once we have a robot you will be the first to know!

** Doesn't quite fit? Require more? Ask for a custom quote!*

ONE TIME SETUP FEE - $50

This is to setup your historical data within our system, assist you in setting up QuickBooks on your mobile device, arranging pickups and a small set of administrative tasks.

Refer someone and we will credit $50 to your account.

YEAR END FILINGS - $1,200

Why go see another accountant? We handle it all. Your files are reviewed and managed by CPA's that have experience in small business, corporate taxation and personal tax planning.

Corporate tax returns start at $1,200 if combined with our "Turn Key Accounting Service".

CONTACT US TODAY

www.LEVERAGE.works
INFO@LEVERAGE.WORKS
403-480-4020

PROFESSIONAL EXPERIENCE

CPA's

Governed by the Alberta institute of Chartered Professional Accountants

WHY WE ARE DIFFERENT

We believe your administration provides limited value, but has to be done accurately, consistently, in a timely manner and at a low cost.

It's in the reporting, strategy and advice where the real value comes to play.

PAYROLL?

We can help!

REAL EXPERIENCE

Our team isn't just made up of accountants, we are accountants who have:

- ✓ "REAL WORLD EXPERIENCE",
- ✓ Managed companies and finance departments
- ✓ Are entrepreneurs like you!

No .COM required because LEVERAGE.WORKS

www.LEVERAGE.works
403-480-4020

PETER TEUNISSEN, CPA CA
Founder & CEO
Leverage Consulting Group.

IN-SOURCED SERVICES
Leverage Consulting Group provides "IN-SOURCED" services ranging from data entry to a supporting CFO function

We deploy on a **FULL TIME, PART TIME, INTERIM** and **STAND-BY** basis.

For "IN-SOURCED" Services, go to www.leverage.works/leverage-cfo-source

Commitment

LEVERAGE CONSULTING GROUP

FOR THE BUSINESS THAT NEEDS MORE

Our VISION is to cultivate your business for GROWTH and SUSTAINABILITY.

Peter is a Chartered Professional Accountant (CA) with an entrepreneurial spirit and backed by 10+ years of experience in senior Finance (CFO, VP Finance, Controller) Operations, Accounting and related Advisory roles. He has gained his expertise in a variety of sectors, including Construction, Oil & Gas, Retail and Manufacturing.

It is our mission to provide businesses with scale-able resources, while growing strong relationships.

CORPORATE TAX RETURNS

Starting at **$1,200**, this includes:

- Take in/out meeting time (2 hrs.)
- Corporate tax return & Electronic filing
- **Notice to Reader** Financial statements
- Management recommendations
- GST filings
- Payroll filings (T5's, T4's)
- Reduced rates for personal taxes
- Hourly work is charged at **$75/HR** for personal compensation planning or other advisory related items.

BOOKKEEPING & ADMINISTRATION

- All bookkeeping & related data entry
- 5 business day turn around (on regular upkeep)
- Mobile access to your data (even while we work)
- Electronic document retention for CRA Compliance
- Monthly financial statements
- GST filings
- Free pickup and drop off.

OUR FEE SCHEDULE IS AS FOLLOWS:
$50/HR is for hourly work
$45/HR if purchased a block of 10 hours
$40/HR if purchased a block of 20 hours
Payroll services can also be provided at $50/hour.
*Blocks of hours are to be paid 50% upfront to lock in the rate.
**blocks of hours must be used up within 3 months.

Expertise

"IN-SOURCED" SERVICES

Our focus:

- Business Strategy
- Ownership structuring
- Cash flow strategies
- Data & Administration
- Compliance & Reporting
- Process development
- Performance oriented teams

Network

OUR NETWORK

Our network of consultants provides invaluable expertise in:

- Financial & Lending Institutions
- Human Resources
- Information Technology
- Benefits Providers
- Safety Consultants

CONTACT US TODAY

www.LEVERAGE.works
INFO@LEVERAGE.WORKS
403-480-4020

Fractional Cost of Service
Hire us for as much or as little as you need, but MOST importantly:

We are available "any-time" and "on-demand".

Professional Experience
Governed by the Alberta institute of Chartered Professional Accountants

Our consultants are all experts within their field and maintain the highest standard as required by their governing bodies

Independence & Objectivity
Our vast experience gained in a variety of industries allows us to provide independent, impartial & in depth solutions.

Get the RIGHT solution for YOUR business.

CONTACT US TODAY!

No .COM required because LEVERAGE.WORKS

Service model 2016-5-25

www.LEVERAGE.works
403-480-4020

PETER TEUNISSEN, CPA CA
Founder & CEO
Leverage Consulting Group.

LEVERAGE CONSULTING GROUP

Provides **Management Consulting services** through Contract CFO, "IN-SOURCED" Accounting and Business grooming services to those wanting to run their business leaner, smarter, and in a more cost-effective manner.

COMPLIANCE & RISK

- ✓ INSURANCE
- ✓ WCB

HUMAN RESOURCES

- ✓ **PAYROLL** (by quote only)
- ✓ Employment Agreements starting @ **$175**
- ✓ Contactor Vs Employee Evaluation - starting @ **$175**
- ✓ Corporate policies can be drafted **(hourly)**

Find out more - www.leverage.works
Call us for a coffee – 403-480-4020
Email us – info@leverage.works

LEVERAGE CONSULTING GROUP

STARTUP SERVICES

DISCOVERY - 1ST HOUR FREE

INCORPORATIONS

- ✓ Setup of a NAMED INCORPORATION (incl. Minute book) @ **$1,000**
- ✓ Setup of a NUMBERED COMPANY INCORPORATION (incl. Minute book) @ **$950**

CANADA REVENUE AGENCY

- ✓ AT INCORPORATION - Setup of CRA accounts (Payroll, GST, Tax) (included with incorporation)
- ✓ AT YEAR END - Corporate tax returns (incl. financials) – **starting at $1,200**
  year end of your corporation can be ANY date between the incorporation date and
- ✓ GST – Monthly, Quarterly, Annual filing options (included in bookkeeping)
- ✓ PST – for businesses who operate in provinces outside of Alberta (included in bookkeeping)

BOOKKEEPING & ADMINISTRATION *(Refer to separate cover for more details)*

- ✓ Basic package @ **$75 PER MONTH**
  Up to 50 transactions per month, no scanning included
- ✓ All-inclusive package @ **$100 PER MONTH**
  Up to 50 transactions per month, scanning included

BUDGETING & FORECASTING

Every business ought to establish their corporate budgets & forecasts to be able to match their actual performance against. The development of the budgets is accompanied by a list of targets that need to be achieved to ensure your budget targets are attained.

CORPORATE SHARES

Did you know that if each owner has the same type of share, you have limited flexibility in paying yourselves? There are different ways to distribute control and take advantage of tax savings opportunities from different structures.

OWNER COMPENSATION

Paying yourselves as owners of a company comes with many questions; Should I pay myself a wage (T4)? take a dividend (T5)? a bonus? borrow the money? or all the above?
We help you create a clear understanding of how to maximize the money you take out of the business and the overall impact.

PARTNERSHIP AGREEMENTS

A clear understanding should always be documented between the partners in the business. This can and should include: compensation, share sales, business sales, exits, profit sharing, corporate control and much more. To properly establish partnership agreements, we partner with our Legal counsel, we can however have a discovery discussion with you regarding your thoughts and questions. Pricing to draft a partnership agreement can vary depending your needs and structure.

FINANCING & LENDING

We have a vast network of conventional banks, private equity and equipment financing contacts within our network. We can assist in evaluation and preparation of the reports required to obtain financing. We will ensure that you are connected with the financing channels & lending institutions to help you grow.

OUR NETWORK

Our network of consultants provides invaluable expertise in:

- ✓ Financial & Lending Institutions
- ✓ Human Resources
- ✓ Information Technology
- ✓ Benefits Providers
- ✓ Safety Consultants
- ✓ Industry Specialists

PRICING

All items are billed hourly at **$75/HR**.

(Unless otherwise listed) Package pricing is available upon request.

CRA BUSINESS #'s

Didn't register at time of incorporation?

GST
PAYROLL
TAX

We advise you on the ones you require and register them for you.

One-time fee - $75

CONTACT US TODAY

www.LEVERAGE.works
INFO@LEVERAGE.WORKS
403-480-4020

No .COM required because LEVERAGE.WORKS

Service model 2017-4-10

www.LEVERAGE.works
403-480-4020

PETER TEUNISSEN, CPA CA
Founder & CEO
Leverage Consulting Group.

LEVERAGE CONSULTING GROUP

Provides **Management Consulting services** through Contract CFO, Scaled Accounting and Business Grooming services to those wanting to run their business leaner, smarter, and in a more cost-effective manner.

DON'T GET CAUGHT WITH THE UNEXPECTEED

We aid in the review of your compliance status with:

- ✓ Canada Revenue Agency
- ✓ Minister of Finance
- ✓ Workers Compensation board
- ✓ Legal - We search the Alberta Provincial Court & Federal Court of Queen's Bench registries.

WHAT ABOUT YOUR EMPLOYEES?

Are your employees part of the transition? Don't trigger a severance pay liability by accident.

Find out more - www.leverage.works
Call us for a coffee – 403-480-4020
Email us – info@leverage.works

Service model 2017-4-10

LEVERAGE CONSULTING GROUP

EXIT STRATEGIES

SELLING A BUSINESS:

To ensure maximum value in any business transaction is obtained, Leverage Consulting Group provides those selling their business with a **VALUATION** that is supported, information that is **ACCURATE** when its provided to the buyer, and **PRESENTED** in a way that tells the purchaser that YOU MEAN BUSINESS. We also ensure the seller is **PREPARED** for potential tangents in the process.

Sharing information with a potential buyer?
Ask for a deposit and a Non-Disclosure Agreement!

GET WHAT YOU ARE WORTH

We help companies present a clear picture to their buyers in what they are selling, why its valued at its current price and why its justified. We do this through ensuring FINANCIAL STATEMENTS, FORECASTS and value items (ASSET & CUSTOMER LISTS) are presented in the most appropriate manner.

We help you clearly define your value proposition.

STRONGER NEGOTIATIONS

We strengthen valuation arguments through providing you with VARIOUS "VALUATION" MODELS so that you have a full understand of the different perspectives the buyers may have.

Should you sell ASSETS or SHARES?
Both have benefits and pitfalls.

DOCUMENTATION IS THE KEY TO MOVING QUICKLY

Getting a buyer in this market is exciting and keeping them interested is key. To ensure your buyers stay engaged, ensure you can move quickly. We will work with you to prepare all the items required to satisfy the buyers' needs, including FINANCIAL STATEMENTS, BUDGETS, FORECASTS, ASSET LISTS, CUSTOMER LISTS and VALUATION CALCULATIONS.

Is your buyer serious, obtain a "Letter of Intent"!

DISCOVERY - 1ST MEETING IS FREE

We will meet with you to gain an understanding of your business, timelines, value proposition and exit concerns. Subsequently to this meeting we will provide a proposal of area's where we believe we can add value at no obligation to you.

NOT QUITE READY TO SELL – Preparing for an exit strategy should be done as you are building your business, preferably before you post it for sale. It certainly is still possible at the time of the sale; however potential value may be lost. We can help you establish and exit strategy plan that is realistic, and ensures the value is maximized. We generally recommend that you start planning an exit strategy at least 2 years prior to the exit.

PRICING (Exit Strategies)

Packages starting at **$750**

(Hourly work is billed at **$85/HR**.)

LENDING TO THE BUYER?

We call this a VENDOR TAKE-BACK, there are risks and opportunities.

We can explain!

OUR NETWORK

Our network of consultants provides invaluable expertise in:

- ✓ Financial & Lending Institutions
- ✓ Human Resources
- ✓ Information Technology
- ✓ Benefits Providers
- ✓ Safety Consultants
- ✓ Industry Specialists

CPA's

As CPA's and governed by the Canadian Institute of Chartered Accountants.

We have genuine business management, operational and public practice experience.

CONTACT US TODAY

www.LEVERAGE.works
INFO@LEVERAGE.WORKS
403-480-4020

No .COM required because LEVERAGE.WORKS