## **Eight Steps to Take the Headaches out of Payroll and Bookkeeping** Greg Toner, CPA, CA, TEP, CLU

Are bookkeeping and payroll your least favorite parts of running your practice?

Automation with a handful of reliable apps can help give you more time to practice veterinary medicine, ensure your staff is paid, your CRA obligations are satisfied, and give you timely financials to monitor the pulse of your practice.

In this session we will cover the following topics

- Common Headaches of Payroll and Bookkeeping
- Eight Steps for Relief
  - o Thoughtful software selection
  - Appropriate use of bank and credit card accounts
  - Take advantage of cloud storage
  - Budget for HST
  - Automate payments to the CRA
  - o Delegate, delegate, delegate
  - Take advantage of bank feeds
  - Let your email tool be an assistant
- A well run business (an example)