



www.SyncopateLeadership.com



GIVING ENTREPRENEURS THE
FINANCIAL CONFIDENCE TO **GROW**

WHAT WE DO

Focusing on **ENTREPRENEURS**, we offer fractional accounting services ranging from **CFO leadership, Financial Planning and Analysis**, to **Controllership, Accounting Services** and more.

Syncopate ensures you, as an Entrepreneur, are fully positioned to create economic and social impact in the world - building a **LEGACY** upon which future generations will thrive.

Read more about our ethos [here](#).

HOW TO SET UP YOUR BUSINESS FOR SUCCESS

Starting a new venture is exciting! It takes courage, tenacity and know-how. It also requires a good deal of administrative, behind-the-scenes work that can be overlooked in the effort to get a new business off the ground. We've created this checklist to help guide you through the process.

- **Create your business plan***
- Choose a business name
- Choose business structure
- Register the business
- Obtain CRA business number
- Register for CRA My Business Account
- Set up business bank account & credit card
- **Set up your accounting software***
- **Engage advisors: accounting & tax***, legal, insurance
- Obtain web domain & social media handles
- Secure your business location
- Consider insurance needs
- Set up email & phone number
- **Set up your customer billing system***
- **Consider outsourcing bookkeeping*, payroll***, IT, website maintenance
- Understand regulations such as: Employment Standards, Health & Safety, Accessibility
- **Pursue funding***
- Consider your marketing strategy, hiring practices, IT security, quality control and customer experience
- **Establish financial metrics to monitor your business***

***We can help with this!** Contact us at info@SyncopateLeadership.com to find out how.



**A VERSATILE AND EXPERIENCED FINANCE TEAM
AVAILABLE TO YOUR SMALL TO MID-SIZED
BUSINESS ON A FRACTIONAL BASIS.**

"[Syncopate] is amazing at assessing problems, coming up with solutions and preparing plans to go forward... [they have] put our business on a solid financial footing to face the future and I could not be happier with [their] contribution..."

James Brown, Owner & President
J.A.K. North America Inc.