

Bookkeeping Checklist

1. Expense receipts including internet receipts - sorted by source of payment: bank, credit card, business cash, and personal funds
2. Documents pertaining to the purchase, major repair, and sale of capital assets
3. Documents pertaining to lease agreements, financial loans, insurance or any contracts you have entered into.
4. Bank statements including deposit slips and returned cheques, Investment statements, credit card statements including card payment slips, vendor statements
5. Cheque register
6. Listing of all pre-authorized direct deposits and withdrawals on your bank and credit card statements
7. Vendor / supplier invoices both paid and unpaid
8. Listing of accounts payable would be helpful - even if it is just your best guess
9. Customer invoices and sales receipts issued including outstanding customer invoices
10. Accounts receivable listing would be helpful - even your best guess helps marking any doubtful accounts
11. Listing of all customer deposits and / or prepayments received
12. Inventory listing
13. All government correspondence and tax forms including GST/HST reports filed with CRA this year, notice of assessments, tax instalments, and WSIB reports
14. Payroll information and reports including new employee information, payroll reports, PD7As, T4s and T4 summary

