

Bookkeeping checklist

We need the following information in order to perform accurately your bookkeeping. Please provide us with all of the documents below that apply to your situation on a monthly, quarterly, semi-annual or annual basis. We will use those records to provide you the best tax return at the year-end.

1. All sales invoices and receipt to your customers
2. Full inventory count (goods purchased in order to be sold, list of unsold goods including counts and costs of all items on hand, opening and ending inventory)
3. All purchases invoices, receipts, vouchers related to business (offices supplies, utilities, advertising and promotion, maintenance and repairs, telephone, internet, meals and entertainment, uniform, professional fee, travel, membership, license, couriers, etc...)
4. All purchases invoices of capital assets (computer, printer, furniture, equipment, vehicle, leasehold improvement, etc...)
5. Amortization schedule of capital assets
6. Vehicle expenses (fuel, repair, parking, lease, interest, etc...)
7. Rental equipment
8. Copies of any lease agreement
9. Receipt of monthly rent payment or mortgage payment for business premises
10. Insurance (business, vehicle, liability, etc...)
11. Property taxes
12. Salaries and employer's benefit payment slip
13. Statement of source deduction and payment made during the year
14. Casual labour or contractor payment or commissions paid to agents
15. WSIB payment
16. GST/HST or GST/QST filed during the year on monthly or quarterly basis.
17. Business bank account and credit card statements and cleared cheque.
18. Business credit line, loan or investment statements
19. Copies of any loan documents
20. Cheque stubs and bank deposit slips
21. Bank and credit cards reconciliations if done
22. Shareholders loans, management fees and bonuses if any
23. All correspondences and notices receive from CRA relating to your business
24. Any electronic bookkeeping or accounting files (Excel, Sage 50, QuickBooks...).
25. Your last business tax return

