

Bookkeeping Checklist

Below is a list of documents and information needed to complete your bookkeeping in full and generate accurate records for your business.

- Invoices issued to your clients
- Bank statements
- Company credit card statements
- Cheque stubs and deposit books
- Receipts for all purchases of “big ticket” items
 - Furniture
 - Computers
 - Vehicles
 - Equipment
- Receipts for meals, office supplies, materials and other purchases
- Vehicle information (i.e. lease documents, purchase contract)
- Loan documentation (operating lines, mortgages, installment/car loans)
- Details of other expenses
 - Insurance (liability, business, automobile)
 - Phone/internet/fax
 - Utilities
 - Rent/Mortgage
 - Advertising & promotional expenses
 - Equipment rentals
- Loans to the company from shareholders
- Payments to shareholders
- Wages and salaries paid, including casual labour
- WSIB remittances
- HST / GST remittances
- Payroll remittances to the CRA
- Payments to contractors
- Electronic bookkeeping files (Simply Accounting/Quickbooks, Excel etc.)

If you have any questions, please call us at (289) 288-1206 or e-mail dcpaley@deanpaley.com to make an appointment to bring in your bookkeeping work.