

BOOKKEEPING CHECKLIST

- Invoices
- Payables
- Cash receipts
- Cheque stubs / Cheque duplicates
- Bank Statements
- Deposit books
- Visa/MC/Amex deposit statements
- Payroll records
- Physical Inventory Count
- Vehicle Logbook
- Financial Statements from last year end from your accountant
- Accounts Payable and Accounts Receivable
- Employee year – to – date information
- Physical inventory count
- Do you have a business number:
YES.....NO
- Do you have a PST Number:
YES.....NO
- GST/WCB/ Source Deductions Returns
- Equipment purchase (over \$200.00)
- Copies of loan agreement
- Copies of rental agreement
- Copies of lease agreement
- Copies of mortgage agreement
- Customer List
- Vendor List
- Budget Information
- Backup of your accounting file
- Anything that you feel is pertinent in completing your books