



## Business Bookkeeping Checklist

Below is a list of documents and information needed to complete your bookkeeping in full, to generate accurate records of your business and provide the best tax return possible at your year end:

- Invoices to your clients (sales)
- Bank statements, company credit card statements with receipts and invoices for the proceeding month after your yearend
- Cheque stubs and deposit books
- All receipts for purchases for larger items: computer, furniture, equipment
- Receipts for meals, office supplies, materials, uniform expenses, and other purchases (marked)
- Vehicle information - leases, purchases, etc. We need the date purchased and value (i.e. bill of sale)
- Gas and car wash receipts, parking fees, vehicle repairs and maintenance
- Insurance (business, liability, vehicle...)
- Rent/Mortgage paid for business premises (condo fee if applicable)
- Business phone, cell phone, internet and fax
- Utilities for business
- Advertising and promotions expenses
- Rental equipment
- Shareholder loans
- Wages and salaries paid out
- WCB payments
- Corporate tax and GST and CRA payroll documents, installments/payments and any CRA correspondence relating to your business
- Casual labour paid out
- Contractor payments
- Any electronic bookkeeping files (Excel, Simply Accounting, QuickBooks...). Please provide us with the User ID and password to access your bookkeeping file if one is needed.

Please provide us with all of the documents above that apply to your situation on a monthly, quarterly, semiannual or yearly basis.



## Monthly Bookkeeping Checklist

Client Name	
Company Name	

### BANK

Name of Bank & Account #  
(Last 4 digits only)

Statement

Receipts

Cheque  
Backup

Deposit  
Backup

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### CREDIT CARD

Account # (Last 4 digits only)

Statement

Receipts

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### PERSONAL SPENDING TYPES (for business)

Statement

Receipts

Personal Expense \_\_\_\_\_

Cash \_\_\_\_\_

### GOVERNMENT COMMUNICATION

Payroll \_\_\_\_\_

GST: \_\_\_\_\_

Other: \_\_\_\_\_

### INCOME

Invoices \_\_\_\_\_

Deposit Slips \_\_\_\_\_

Other Sales Records: \_\_\_\_\_



## Corporate Year End Checklist

Company Name		Date Received		
Name of Contact		Phone Number		
ITEM	N/A	Pending	Complete	Notes
1. Certificate of Incorporation (Usually in the Minute Book)				
2. Minute Book Shares & Owner Structure				
3. Business Number				
4. Corporate Tax Return (Prior year if new client)				
5. Financial Statements (Prior Year if new client)				
6. Corporate NOA (Prior year)				
7. GST Filings & Assessments				
8. Payroll Filings, T4's, etc.				
9. Bank Statements				
10. Credit Card Statements				
11. Inventory Listings				
12. Loan &/or Mortgage Documents				
13. Line of Credit Information				
14. Assets Purchased & Sold (Year)				
15. Purchase / Lease Agreements				
16. Accounting Files (if you did bookkeeping - QB, Simply, etc.)				
17. Home Office Expenses & %				
18. Vehicle Expenses & %				
19. Completed Reconciliations (Bank/CC/ AP / AR)				
20. Investment (Please provide details)				
21. Other				
22. Other				



## Corporate Tax Return and Year End Checklist

This checklist is made in order to help our clients organize their paperwork and reduce their fees. Please submit the following documents and information to us to prepare your corporate tax return:

- Your lawyer's name and/or a copy of your minute book, including:
  - o Date of incorporation and corporate year end
  - o Management/shareholder details
  - o CRA business number, GST account number and payroll account number if applicable
- Company contact details
- Company details and expenses
- Financial statements from previous/current financial year
- Your previous fiscal year's tax corporate tax return if we have not filed it for you.

In addition to the above, if your bookkeeping is already done, please submit the following:

- The accountant copy of your bookkeeping file on a memory stick or by email using the QuickBooks website if you use QuickBooks. Please provide us with the user ID and password for your electronic file if one is required.
- A copy of the year end bank/credit card statement and the following month's bank/credit card statement, for any bank accounts or credit cards used for business expenses.
- A copy of receipts of any fixed assets (capital assets) purchased during the year such as a computer, vehicle, equipment, etc.

If we are doing your bookkeeping for you, or are reviewing your bookkeeping to year end for your corporate tax, please submit all the documents that apply to your situation from the Bookkeeping list.



## Small or Home-Based Business Tax Checklist

In addition to the information in the personal tax list, please provide us with the following items on a monthly or yearly basis if you run a small business from your home:

- Copies of all invoices and receipts
- Business bank statement, business credit card statement, business line of credit (or statements of any accounts used for business expenses)
- Deposit slips and cheque stubs
- Summary of expenses and/or an electronic file with any bookkeeping you have done. Please provide us with the password for your electronic file if one is required.
- Phone bills, business cell phone, fax, long distance (for business)
- Internet bills
- Vehicle expenses - gas, car washes, parking, insurance, lease/bill of sale, payments with interest, repairs, maintenance, registration
- Mileage log or kilometers driven for business and kilometers driven total
- Office equipment, cleaning, supplies, and furniture purchased.

For a home-based business, to claim a percentage or all of the expenses listed below, you must have a designated space that is used **ONLY** for business use. You cannot claim a percentage of you home expenses if you are working from your kitchen table or your office doubles as a spare bedroom or the children's playroom etc.

- Mortgage interest or RENT
- Property tax payments
- House insurance payments
- Gas bills and other utilities
- General home maintenance (e.g. carpet cleaning, furnace cleaning)

We also need the square footage of your office space and the square footage of your house to generate the percentage of space you use in your house for your business.