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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 and most recent Bank reconciliations if completed
- Company credit card statements
- Cheque stubs and deposit books
- Receipts for all purchases of "big ticket" items over \$500
 - 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
- Workers Compensation firm # and NIC code include stmts & remittances
- HST / GST remittances
- Payroll remittances to the CRA
- Payments to contractors
- List of Inventory (if applicable)
- Correspondence received from Canada Revenue Agency
- Electronic bookkeeping files (QuickBooks, Simply Accounting, Excel etc.)

If you have any questions, or to make an appointment, please call my Moncton, NB or St. John's NL offices. You can also reach me directly on my mobile at (506) 380-8142 or by e-mail at mjeconsulting@bellaliant.net