

# OO & Co Professional Services

## **Bookkeeping checklist**

1. Bank statements (1 month for the particular month, as well as the 1 month after)
2. Credit card statements (corporate and personal used for business, 1 month for the particular month, as well as the 1 month after)
3. Corporate investment statements (1 month for the particular month, as well as the 1 month after)
4. Line of credit or loan statements (1 month for the particular month, as well as the 1 month after)
5. Canceled cheques or cheque stubs (if no electronic images on bank statements)
6. Detailed info on electronic receipts or payments (including nature and summary for multiple invoices)
7. Deposit slips (if not clear on bank statements, clarify with client for unclear deposits)
8. Vendor invoices for expenses (through bank and credit card statements, and monthly vendor statements)
9. Vendor invoices for shareholder-paid expenses
10. Details of shareholder withdrawals
11. Sales invoices manually created by the client or other revenue listings
12. Copies of insurance policies (annually)
13. Copies of new/updated finance or lease contracts
14. Details on petty cash amounts
15. Inventory listing (if not received with bookkeeping, for year-end prep)
16. Capital asset listing (if not received, provide prior year-end listing for update)
17. Accounts Receivable listing (if separate manual listing; include doubtful accounts)
18. Accounts Payable listing (if separate manual listing)
19. Payroll details (employee info, payroll by pay period)
20. Info on major events affecting bookkeeping/financials
21. Correspondence from CRA and provincial tax authority(ies)
22. For new clients: copy of prior bookkeeping file and/or post-closing trial balance
23. CRA authorization (level 2 access through CRA Represent a Client)
24. Others