

OO & Co Professional Services

Bookkeeping Checklist

1. Bank Statements: Quarterly bookkeeping client: 3 months for the quarter, as well as 1 month after the quarter.
2. Credit Card Statements: Corporate and personal cards used for business; Quarterly bookkeeping client: 3 months for the quarter, as well as 1 month after the quarter.
3. Corporate Investment Statements: Quarterly bookkeeping client: 3 months for the quarter, as well as 1 month after the quarter.
4. Line of Credit or Loan Statements: Quarterly bookkeeping client: 3 months for the quarter, as well as 1 month after the quarter.
5. Canceled Cheques or Cheque Stubs: If no electronic images are available on bank statements.
6. Electronic Receipts or Payments: Detailed information including the nature of the transaction and summary if it includes multiple invoices.
7. Deposit Slips: For the period, if not clear from bank statements, clarify with the client for any unclear deposits.
8. Vendor Invoices: For expenses through bank and credit card statements, and monthly vendor statements if available.
9. Vendor Invoices for Shareholder Paid Expenses: For expenses personally covered by shareholders.
10. Details of Shareholder Withdrawals
11. Sales Invoices: Manually created by the client, or any alternative revenue listings; confirm any advanced payments or deposits.
12. Insurance Policies: Copies, annually.
13. New or Updated Finance or Lease Contracts
14. Petty Cash Details: Amounts, if applicable.
15. Inventory Listing: If not received with bookkeeping, obtain for yearend preparation.
16. Capital Asset Listing: If not received, provide prior yearend listing for client review and update.
17. Accounts Receivable Listing: Per client for the period (if separate manual listing), including details for doubtful accounts.
18. Accounts Payable Listing: Per client for the period (if separate manual listing).
19. Payroll Details: Employee information and payroll details by pay period.
20. Major Events: Information on any significant events that impact bookkeeping or financials.
21. CRA and Provincial Tax Authority Correspondence

22. For New Clients: Copy of prior bookkeeping file and/or post closing trial balance.
23. CRA Authorization: Ensure level 2 access through CRA Represent a Client.
24. Other