



# Business Bookkeeping Checklist

A-1 Accounting & Business Solutions Inc/Calgary EZ Tax

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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.