



## BOOKKEEPING CHECKLIST

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- Financial Statements for previous year
- Ending trial balance for previous year
- Corporate tax return(s) for previous year
- Backup copy of accounting data file
- Bank statements, including cheque stubs and cancelled cheques
- Deposit book
- Investment statements
- List of accounts receivable at period end
- Inventory listing at period end
- List of prepaid expenses
- Detail of any fixed assets leased or purchased during the year
- Credit Card statements
- List of corporate expenses paid for personally by shareholders who have not been reimbursed
- List of accounts payable at period end
- Payroll information (including employees, hours, and deductions)
- Source deduction statements from Canada Revenue Agency (CRA)
- GST/HST returns and statements for the period
- PST returns and statements (if period covers June 2010 timeframe)
- WSIB returns and statements
- Corporate tax statements
- Details of loans payable/receivable
- Share capital details

**Note:** Many of these items are also required for completing government returns.