

## PREPARING FOR THE BOOKKEEPER

By doing any or all of the following, you can reduce your costs, ensure accuracy, and increase efficiency.

Category	Task	Checklist
MAIL	Open all envelopes and discard the envelopes Sort contents by category – bank statements, credit card statements, supplier bills, customer invoices, and receipts. Stamp contents with date received stamp if required	<input type="checkbox"/>
RECEIPTS	Sort receipts by month & payment method.	<input type="checkbox"/>
	Circle the date and amount on each receipt. If receipt is barely legible, write the amount and date on the receipt.	<input type="checkbox"/>
	Write the name of the client or job that the receipt pertains to (if any).	<input type="checkbox"/>
	Write the expense category (if special or unique).	<input type="checkbox"/>
	Mark any personal receipts paid by business credit card or bank account with P.	<input type="checkbox"/>
MEAL RECEIPTS	If paid by credit card, ensure that slip is stapled to receipt.	<input type="checkbox"/>
	Mark receipt with nature of meal, i.e. meeting with X....	<input type="checkbox"/>
BANK STATEMENTS	Tick off all returned cheques included with the statement.	<input type="checkbox"/>
	Enclose any debit receipts.	<input type="checkbox"/>
	Circle bank charges, transfers, loan payments, loan interest to be entered.	<input type="checkbox"/>
	Provide details of all credits:	<input type="checkbox"/>
	1. Enclose all deposits slips; write customer name on the slip or attached customer check stub and if possible, provide copies of paid customer invoices with the deposit slip. 2. Provide details of any transfers and loan proceeds:.	
CREDIT CARD STATEMENTS	Match credit card receipts to the statement	<input type="checkbox"/>
	Circle any missing receipts and provide details if known.	<input type="checkbox"/>
	Indicate if there are any personal expenses included on the statement – P	<input type="checkbox"/>
SUPPLIER BILLS	Mark all paid bills with method of payment, date paid and check number, if applicable.	<input type="checkbox"/>
	Put all unpaid bills in a file “To Be Entered Into QuickBooks”	<input type="checkbox"/>
CUSTOMER INVOICES	Provide copies of all invoices issued.	<input type="checkbox"/>
	Mark all paid invoices with date of payment and attached check stub if available.	<input type="checkbox"/>

Category	Task	Checklist
PAYROLL	Provide details of all new employees:	<input type="checkbox"/>
	Name SIN # Address Telephone # Completed TD1 Date of Birth	
	Supply details of all payroll checks issued – WINTOD sheets or payroll	<input type="checkbox"/>
FILING	Most current in top	<input type="checkbox"/>
	Supplier files by name	<input type="checkbox"/>
	Bank, Loan and Credit Card Statements by name, by fiscal year	<input type="checkbox"/>
	Expense receipts by category, by fiscal year	<input type="checkbox"/>
	Employees by name	<input type="checkbox"/>
	Government remittances by name	<input type="checkbox"/>
	GST PST Source Deductions WSIB Federal Corporate Tax Receipts Provincial Corporate Tax Receipts	
GOVERNMENT REMITTANCES	Provide details of any payments made.	<input type="checkbox"/>
	Provide all statements, assessments, and other notices.	<input type="checkbox"/>
		<input type="checkbox"/>
ASSETS – FURNITURE, FIXTURES, EQUIPMENT	Provide details (description with serial number, if applicable, date acquired, purchase price, supplier) of any purchases made with copies. Provide copy of invoice if possible	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>