

MONTHLY ACCOUNTING CHECKLIST

Every month, we need the following: (Remember we only need the information for the period in which you either issue the invoice, write the cheque or receive the credit card statement.

Invoices	All invoices billed in that month
Bank Statements	Including all cancelled cheques and receipts for debit purchases. For purchases made online or by debit card - write on the receipt the company's name and what the purchases was for (ie. Fuel, supplies, etc.).
Cheque Stubs	When writing a cheque, put on the stub part - what the purchase was for and allocated amounts if there is more than one type of expense.
Vendor Bills	Please include all bills. Write on them what was purchased if it is unclear.
Deposit Book or slips	Write next to each amount that your depositing - where or who the money came from and the invoice # to which it should be applied.
Receipts paid by cash	This includes purchases made by cash or from your personal account. Just write on the receipt what it is .
Credit Card Statement(s)	Attach corresponding cash register receipts to the statement(s). Write beside each purchase - what was purchased (ie. Gas, materials, promotion or personal). Do this for all your company and personal credit cards - if they were used for business purchases
Lines of Credit	Include all statements for lines of credit, if these are used for business loans or purchases.
GST Return	Include your GST form if you want us to fill it out.
Payroll Remittance Form	Include your PD7A - Statement of Accounts for Current Source Deductions if you have payroll.
Government Forms	Any forms or letters you receive pertaining to the company that might be of interest to us or for which you need an explanation.
Vehicle or Equipment Purchases	Please include purchase agreements, leases or any other paperwork pertaining to a purchase of a capital asset. Also, please let us know the details if these items have been sold.