

Bookkeeping Checklist

madan

CHARTERED ACCOUNTANT

Professional Corporation

To help you assemble your financial information for the preparation of your bookkeeping, please keep this checklist handy. The checklist should be completed and returned to us together with the financial information assembled.

Corporation Information

Business Number: _____

Name of Corporation: _____

Corporation Address: _____

City: _____ Province/State: _____ Postal Code: _____

Country _____

Work Phone: _____ Ext: _____ E-Mail: _____

Type of Corporation: Corporation Partnership Sole Proprietorship

Recipient #1: Contact Information

Your Name: _____

Address: _____

SIN: _____

City: _____

Home Phone: _____

Province/State _____ Postal Code _____

Cell Phone: _____

Country _____

E-Mail _____

Financial Statements

* In CSV or excel format

Balance Sheet

Statement of Expenses paid personally for Corporation

Income Statement

Statement of Invoices (revenue) and Bills (Purchase)

Trial Balance

Credit card statements

Bank statements

Home Office Expenditure

Hydro Bills \$ _____

Gas Bills \$ _____

Water Bills \$ _____

Phone Bills \$ _____

Internet Bills \$ _____

Property Tax \$ _____

Mortgage Interest \$ _____

Year Purchased \$ _____

Purchase Price \$ _____

Repair and Maintenance Cost \$ _____

Home Office Usage _____ % (_____ Sft. Of _____ stf Home)

Vehicle Usages: Personal _____ Km. Corporate _____ KM