



Chartered Professional Accountant
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Bookkeeping Checklist

Using the bookkeeping checklist below helps reduce your bookkeeping fees while improving file turnaround times.

Standard Expectations (for reduced fees & faster turnaround times)	N/A?
Bring in your bookkeeping on a monthly basis	
Respond to requests within 5 – 10 business days	
Statements	
Bank statements (formal PDFs or print outs from your bank please – not excel downloads or screen shots)	
Credit card statements (formal PDFs or print outs from your bank please – not excel downloads or screen shots)	
Loan or line of credit statements	
Government Remittance Forms	
Worker’s Compensation Board (WCB) or WorkSafe BC statements (if we do not prepare these for you)	
Provincial sales tax (PST) statements (if we do not prepare these for you)	
Transaction Reports	
Sales invoices / monthly Point of Sales (POS) reports / monthly credit card receivable statements	
Cash counts if you use floats or petty cash drawers	
E-Transfer History printed (sent and received) with notes like who / what as applicable	
Bank deposits slips / information with notes like who / what as applicable	
Payroll reports / check stubs paid to employees	
Expense and purchase receipts (don’t forget meals, gas, internet purchases, supply costs, and other items)	
Personal Expenditures to Consider	
Home office expenses: utilities, internet, home insurance, property taxes, mortgage interest, etc.	
Personal cell phone costs	

Helpful considerations:

- Are you able to provide your bookkeeper ‘View Only’ access to your business bank account? This can help you reduce your paperwork while saving you time. Check with your bank for options.
- Can you provide your bookkeeper ‘View Only’ access to other accounts like your credit card processing, point of sale (POS) system, or Payroll software to allow for easy transmission of reports? This will save you time.
- Receipt reminders:
 - Debit / credit card print out **AND** itemized / till receipt (showing GST/PST) paid
 - Flattened and legible receipts are appreciated
 - Add comments on the back for reduced CRA audit risk (for meal and travel receipts)
 - If receipts are handwritten or in USD they need to contain: the date, seller’s name, the invoice totals, how it was paid (MC, Visa, Debit), US to CAD conversion (when available)