**Bookkeeping Service Recommendations**

Below are recommendations that can help maximize the value of the bookkeeping services you receive from Creekside Accounting. These recommendations will help reduce your fees and protect against CRA audits. Please consider the following:

1. Have a separate business bank account and credit card. Essential to reduce CRA audit risks.
2. Separate your personal expenses from your business. Do not flow any personal expenses through your business bank or credit card accounts. We understand that accidents can happen so if you use the wrong card please make a note.

Here is a list of other important items we’ll require:

**Monthly statements that involve your business-related transactions:**

* + Chequing bank account, savings bank account, VISA, MasterCard, etc.

**Receipts pertaining to the business:**

* + Purchases - need debit print out **AND** itemized receipts (shows GST and PST)
	+ Sales invoices
	+ Bank deposit slips for any income to business accounts

**If hand-written or USDs, receipts need to show the following:**

* Date
* Merchant name
* The invoice total
* How it was paid (MC, VISA, Debit)
* US to CAD conversion (if possible)

**Sending & Receiving E-Transfers:**

* When sending an e-transfer:
	+ Print the confirmation page
	+ Comment what the e-transfer is for (business explanation)
	+ Write the invoice number (if applicable)
	+ Ensure there is a date printed on the page
* When receiving an e-transfer:
	+ Print the confirmation page
	+ Write the invoice number (if applicable)
	+ What it is for
	+ Who it is from
	+ Ensure there is a date printed on the page

**If you are a home-based business, please supply all:**

* Utility bills
* Mortgage statement indicating the amount of interest paid
* Property tax bill
* Rent receipts or amount paid
* Alarm or security system billings
* Home telephone bills
* Home internet bills
* The square footage of your house (include your garage only if you use it for storage/usage of your business items.)

**If you have any loans or leases, please include your financing documents. This can include:**

* Vehicle bills of sale
* Vehicle financing
* Line of credit statements/terms
* Loans on equipment
* Operating loads
* If you have any leases, please indicate which items are leased