

Clarion Tax Services

Client Bookkeeping Checklist

Monthly, Quarterly, Annually

- Bank statements, loan statements, lines of credit statements and credit card statements
- List of outstanding cheques & numbers, amounts and category of expenditure
- Sales summary with GST/HST broken out
- Accounts Payable invoices and statements
- Credit card merchant statements
- GST/HST 34 return
- PST return
- List of capital assets purchased, dates, amounts and type of purchase
- Payroll data
- Receipts for personal expenses