



WELCOME

To Beancounter Bookkeeping Services Start up checklist

Documents needed for monthly bookkeeping & bookkeeping start-up

- All Customer invoices (or amounts that were billed out)
- All supplier receipts for materials, office supplies, internet etc.
- All payables (or amounts paid out to Vendors)
- All bank statements with cancelled cheques (if business account)
- Access to online business banking (log-in credentials) upon agreement
- All credit card statements pertaining to the business
- Investment statements
- Access to online credit card transactions (log-in credentials)
- Log-in credentials to accounting software
- All vehicle receipts (repairs & maintenance, lease payments, fuel etc.)
- Any paperwork pertaining to new equipment purchases (over \$500)
- Any payments made out to subcontractor (if applicable)
- Financial statements from previous year-end from your Accountant (if applicable)
- Employee year-to-date information (if applicable)
- Physical inventory count (if applicable)
- Copies of lease, rental, loan, mortgage agreements
- A listing of all pre-authorized direct deposits and withdrawals on your bank and credit card statements
- All government correspondence and tax forms including HST reports filed with CRA this year, notice of assessments, tax instalments, WSIB, EHT, FRO.
- Payroll information and reports including new employee information, payroll reports, PD7As, T4s and T4 summary