Ebenezer Bookkeeping Services

Bookkeeping Checklist

MONTHLY BOOKKEEPING CHECKLIST

Client Name	
Company Name	

BANK

Name of Bank & Account #
(Last 4 digits only)

	Statement	Receipts	Cheque Backup	Deposit Backup
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

CREDIT CARD

Account # (Last 4 digits only)

	Statement	Receipts
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐

PERSONAL SPENDING TYPES (for business)

	Statement	Receipts
Personal Expense	☐	☐
Cash		☐

GOVERNMENT COMMUNICATION

Payroll	☐
GST	☐
Other: _____	☐

INCOME

Invoices	☐
Deposit Slips	☐
Other SalesRecords: _____	☐