

Bookkeeping Checklist

Company Name: _____

Date: _____

Please indicate which of the following information you are including with your bookkeeping:

- Bank Statements
- Credit Card Statements
- Cheque Stubs
- Deposit Book
- Copies of Invoices to customers
- Copies of invoices from suppliers
- Investment Statements
- Correspondence with Canada Revenue Agency or other governing bodies

Notes for Accountant:
