

**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:**

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