

Kevin K. Yip, CGA

BOOKKEEPING CHECKLIST

Company: _____

Tel / Fax: _____ Contact Person: _____

From: _____ To: _____ Due Date: _____

For the period stated above, please provide:

- Bank statements/cancelled cheques for all accounts
- Cheque stubs
- Deposit books
- Sales journal
- Supporting vouchers for income
- Supporting vouchers for expenditures
- GST and PST reports form (if applicable)

For year-end period, in addition to above, please provide:

- Aged accounts receivable listing
- Listing of doubtful accounts
- Schedule of prepaid
- Capital additions/disposals listings (attached receipts for additions)
- Aged accounts payable listing
- Payroll information and T4 summary
- Any mortgage/interest schedules, contracts, bill of sale, loan agreements (if applicable)

	Prepared	Reviewed
Date & initials		