

BOOKKEEPING CHECKLIST

STATEMENTS	✓
<ul style="list-style-type: none"> • Bank statement(s) • Credit card/loan/line of credit statements • Point of Sale system statements (i.e. Square or Paypal statements) • Invoices and payment records (bank deposit slips, cheques, sales receipts issued) • Excel invoice tracker available on request 	
SOURCE DOCUMENTS	✓
<p>For any expenses on your statements, you should have receipts to back it up. If you have made any business purchases through a personal account or with cash, be sure to include these receipts as well. Common expenses include:</p> <ul style="list-style-type: none"> • Advertising/Promotion including website fees • Cost of Goods Sold (ingredients, packaging, labels) • Conference/meeting expenses • Interest & Bank charges • Insurance • Meals & Entertainment • Business license, dues, memberships • Office expenses, postage • Legal and accounting fees. • Repairs and maintenance • Rent • Travel including accommodation, air fare, cabs, parking • Telephone/Internet • Capital Costs (expenditures that are deductible over a number of years – e.g., tools/equipment over \$500/item, computer/office equipment, vehicles, buildings & additions, furniture) <p>Office in Home Expenses: <i>What percentage of your home is used for business?</i></p> <ul style="list-style-type: none"> • Rent, Mortgage interest, condo fees • Tenant or home insurance • Property taxes • Repairs, maintenance, cleaning service, lawn service • Utilities <p>Vehicle Expenses: <i>See accompanying sample km log if you do not use your vehicle for 100% business use</i></p> <ul style="list-style-type: none"> • Gas & Oil • Car Wash • Maintenance • Loan Interest • Insurance 	