madan
CPA

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Bookkeeping Checklist

Below is a list of documents and information needed to complete your accounting in full and generate accurate records for your business.

- [ ] Invoices issued to your
- [ ] Clients Bank statements
- [ ] Company credit card statements
- [ ] Cheque stubs and deposit books
- [ ] Receipts for all purchases of "big ticket" items
  - [ ] Furniture
  - [ ] Computers
  - [ ] Vehicles
  - [ ] Equipment

- [ ] Receipts for meals, office supplies, materials and other purchases
- [ ] Vehicle information (i.e. lease documents, purchase contract)
- [ ] Loan documentation (operating lines, mortgages, installment/car loans)
- [ ] Details of other expenses
  - [ ] Insurance (liability, business, automobile)
  - [ ] Phone/internet/fax
  - [ ] Utilities
  - [ ] Rent/Mortgage
  - [ ] Advertising & promotional expenses
  - [ ] Equipment rentals

- [ ] Loans to the company from shareholders
- [ ] Payments to shareholders
- [ ] Wages and salaries paid, including casual labour
- [ ] WSIB remittances
- [ ] HST / GST remittances
- [ ] Payroll remittances to the CRA
- [ ] Payments to contractors
- [ ] Electronic accounting files (Simply Accounting/Quickbooks, Excel etc.)

QuickBooks File Setup Information

Dear Client,

Please fill out this form and return it to so that I can setup the

main Quick Books file. **Client Company Information:**

Company Name:

Corporation #:

Business #:

Address:

City:

Postal Code:

Phone:

Email:

Corporation Year End Date (e.g., Dec)?

Owner(s) Shareholders Names / % ownership

☐ Please send Articles of Incorporation

☐ Upload files to Ifirm Document Cloud Shared Location Setup

If you have any questions, please call us at (905) 268-0150 or e-mail admin@madanca.com to make an appointment to bring or mail in your accounting work.

A share file cloud link will be provided to you upon return of signed agreement. All files can be uploaded there for accounting services on a Monthly basis.