



Monthly Checklist

- Bank Statements
- Credit Card Statements
- All expense receipts (We mean ALL; everything on your business debit or credit cards, for your tools, supplies, fuel, utilities, meals, etc.)
- Vendor bills
- Utility and phone bills; including how and when paid
- Invoices & income information
- Deposit book with details
- Vehicle insurance, lease, repairs, maintenance info
- Subcontractors information & how paid (WCB payable?)
- All GST, PST, WCB information

Remember to:

- Bring every single receipt on your business debit or credit cards (we do not enter expenses directly from statements)
- Write down the details of deposits
- Let us know immediately if you hire a new employee or if an employee is leaving your company