



KD PROFESSIONAL SERVICES CORP.

## Annual Bookkeeping Checklist

Dear Client,

This worksheet is designed so that upon completion of all fields on the checklist, work can proceed on your file. If there is any information not provided on the receipt of the file, work will not proceed until the information is received. If the instruction of sorting is disregarded or not followed in any way, there will be extra charges applied to your account over and above any monthly or set fees.

1. Please provide the last filed financial statements unless you are a current client of our firm, or it's a new business with no prior year end completed.
2. All business bank statements should be provided and sorted by month. Any personal bank statements provided should be sorted by month and any business transactions on the personal statements should be highlighted or noted. If there are no notations on the personal statement, no transactions will be posted.
3. All cheque stubs or copies of cheques will need to be provided. If they are on the original invoice, that is fine, if not, they need to be sorted by number and together in an organized fashion.
4. Your deposit book or deposit slips for the period of time need to be provided. If none were used, then any transfer into your account will be recorded as sales unless written specification is given otherwise.
5. All business credit card statements should be provided and sorted by month. Any personal credit card statements provided should be sorted by month and any business transactions on the statements should be highlighted or noted. If there are no notations on the personal statement no transactions will be posted.
6. All purchase receipts should be sorted by month and then by applicable payment method i.e. business bank, business credit card, personal bank account, personal credit card, cash.
7. All invoices to your customers should be sorted by deposit slip, or in numbered order, then by month. A summary of your invoices is also welcome.
8. Any GST remittances for the period working on should be provided and sorted by month/quarter. Any GST assessments should be provided and sorted by month/quarter.
9. Any Payroll remittances or third party payroll reports for the period working on should be provided and sorted by month.
10. Any communication from the government should be sorted by subject i.e. GST, Payroll, Corp documents and then sorted by date.
11. The total annual amount of home office expenses (including rent, mortgage interest, property tax, insurance, utilities) and the percentage of home usage should be submitted (This percentage is calculated by dividing the square footage used of your home by the total square footage of your home).
12. Any vehicle expenses not paid for from the business accounts should be sorted by payment account and then by month. Include your annual mileage (mileage used for business and total mileage) to determine the percentage of usage.

<b>Client Name</b>	
<b>Company Name</b>	
<b>Business Phone</b>	
<b>Cell Phone</b>	
<b>What is your primary business purpose?</b>	
<b>How long have you been in business?</b>	
<b>Comments:</b>	

<b>Requirements</b>	<b>Complete</b>	<b>Pending</b>	<b>N/A</b>
1. A copy of your last prepared financial statements			
2. All bank statements, 1-12 months			
3. All cheque stubs & returned cheques sorted by number			
4. Deposit book / slips			
5. All Credit Card statements, 1-12 months			
6. Purchase receipts sorted by month, 1-12 months			
7. Customer invoices by month, 1-12 months			
8. GST remittance forms for current year			
9. Payroll remittance forms for current year			
10. All government communication			
11. Annual home office expenses			
12. Vehicle expenses by month (including annual mileage)			

**To save a completed form:  
 Save a blank copy of this form on your device.  
 Open saved file and fill-up the form.  
 Click SAVE to save a copy of the filled-up form.**