



# Bottom Line BOOKKEEPING

1. Receivables:
  - a. Settlement report from the credit machine attached to the daily transaction reports
  - b. Daily transaction Reports from any outside POS device (ie Shopify)
  - c. Cheque stubs from customers who have paid their accounts.
  
2. Payables:
  - a. All Invoices (inventory & Non inventory) for the month.
  - b. Items to be paid by cheque go in the folder marked invoices to be paid
  
3. Bank Statement:
  - a. A copy of the bank statement (s) at the end of each month.
  - b. Notification of any transfer amounts from the business account and what they were for.
  - c. Copies of All e-transfers and a description of who they were to and what they were for
  
4. Credit Card Statement:
  - a. The company credit card statement
  - b. Credit card receipts (invoices) put in folder marked Credit card payments
  - c. Names of customers or people entertained on back of meal receipts (this is a gov't requirement in case of audit)
  - d. Travel written on the back of any receipts used for travel as we can write off 100% of these costs and only 50% of the other.
  
5. Manual Cheque stubs:
  - a. Each month the stubs that are not marked posted.
  - b. Each stub should contain the invoice # it was paying as well as the date and amount.
  
6. Deposit Book or Slips:
  - a. Deposits need to include details that make up the deposit such as who the cheques are from, the cheque number, the amount of each cheque/cash and the total amount of actual cash that is deposited.
  
7. Copies of any bill payments or transfer via internet banking including details.
  
8. Payroll:
  - a. A timesheet for each employee indicating the total number of hours due and faxed/e-mailed on the cut off date.
  - b. The Source Deduction remittance form from the government
  - c. TD1 forms for any new employees.
  
9. Out of Pocket Expenses:
  - a. Receipts for any items paid with your own cash or personal credit card, bundled together at the end of each month.
  - b. This would include items (invoices or receipts) paid from personal accounts as well. The statement (or portion of the statement showing the transactions) would be required.
  
10. Petty Cash:
  - a. Petty cash transactions placed in the folder marked petty cash, this includes any items paid with actual petty cash not cash on hand from sales etc
  - b. Notification of any transfer from Cash on hand to the petty cash box to maintain the float.



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11. Loan Statements:
  - a. At the end of each month a loan statement if applicable.
12. GST:
  - a. Notice of assessment when it arrives
  - b. GST remittance form with access code for electronic filing (quarterly)
  - c.
13. At the end of each month I need:
  - a. A print out from any outside POS device or access to the reports.
  - b. Petty Cash balance
  - c. Cash on hand balance