

INFORMATION REQUIRED FOR MONTHLY BOOKKEEPING SERVICES

Attached is the list of the necessary documents that we require to do your monthly bookkeeping:

- cheque stubs, deposit books, bank statements, returned cheques
- credit card statements
- a file containing all invoices billed to your customers
- a file containing all **unpaid** bills that you owe
- a file containing all **paid** bills, by you
- GST, PST, WSIB, EHT and employee source deduction forms

What we do on a monthly basis is:

- record all invoices you billed to clients and record paid invoices
- record all bills, paid and unpaid, that are owed by the company
- update your GST, PST and Employee Deduction accounts
- reconcile bank accounts

What you can receive on a monthly basis (we will help you determine what is appropriate for your needs):

- a detailed listing of Accounts Receivable and Payable showing a breakdown of who owes you money and to whom you owe money along with how long they have been outstanding
- an Income Statement for the month and year as well as a Balance Sheet
- the completed government forms showing any balance due or refundable, and with the appropriate due dates noted.