

Bookkeeping Cleanup Checklist

Clear the backlog and get CRA-ready

Gondaliya CPA Professional Corporation · Toronto, ON

Please work these in order. A backlog only grows, so clearing it once and reconciling monthly is what keeps your books accurate, compliant, and ready for tax or a lender.



1

Gather your documents

Bank statements, credit card reports, invoices, bills, payroll.



2

Enter and correct the backlog

Record missing items; fix typos and miscoded entries.



3

Reconcile bank and credit card

Match every account to its statements.



4

Reconcile AR and AP

Tie receivables and payables sub-ledgers to the ledger.



5

Check GST/HST

Recover overpayments; fix under-reported amounts.



6

Verify payroll remittances

Match remittances to what was filed.



7

Rebuild statements and maintain

Prepare a compilation; reconcile monthly with document capture.

PRO TIP

Gather every source document before the work starts — complete records make the cleanup far faster and cheaper.

What happens next

1

Free consultation

We scope the backlog and set a flat fee.

2

We clean it up

Reconcile, correct, and rebuild statements.

3

Stay clean

Monthly routine so no backlog returns.