Catch-Up Bookkeeping Checklist

Ten things to gather before your consultation

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Bring what you have; missing pieces are expected. Work through these ten items before your consultation so the backlog can be measured accurately.

- [ ] **1 Bank statements for the backlog**
  Every account, including any dormant ones.
- [ ] **2 Credit card statements**
  Business cards and any personal cards used.
- [ ] **3 Receipts and invoices**
  Expenses and revenue, however incomplete.
- [ ] **4 Payroll records**
  Pay stubs, registers, and any T4 or T4A slips.
- [ ] **5 GST/HST returns and notices**
  What was filed, and what was assessed.
- [ ] **6 Previous tax returns**
  The last T2 filed, and the year it covered.
- [ ] **7 Loan and lease agreements**
  Anything with a repayment schedule.
- [ ] **8 Note the last reconciled period**
  That is where the catch-up actually starts.
- [ ] **9 List your software and logins**
  QuickBooks, Xero, or spreadsheets.
- [ ] **10 Flag any CRA correspondence**
  Letters change the approach entirely.

PRO TIP

Connect the bank feeds before the first meeting. Historical transactions pull in automatically, and that alone often removes a week from the timeline.

What happens next

1. Free consultation
2. Flat fee, HST included
3. Books current

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