

Catch-Up Bookkeeping Checklist

Ten things to gather before your free diagnostic

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Gaps are expected and are exactly what the diagnostic is for. Please gather whatever of these ten you have so the backlog can be sized and quoted accurately.

☐ **1 Bank statements, all accounts**

Full period, PDF or online export.

☐ **2 Credit card statements**

Business cards and any personal ones used.

☐ **3 Sales invoices and receipts**

However they are stored, paper or digital.

☐ **4 Supplier bills and expenses**

Loose receipts included, sorted or not.

☐ **5 Payroll records and pay stubs**

Plus any T4 and T4A slips already issued.

☐ **6 Remittance confirmations**

PD7A notices and what was actually paid.

☐ **7 GST/HST returns already filed**

So the net tax can be reconciled to them.

☐ **8 Prior year tax returns**

T2 returns and the last closing balances.

☐ **9 Accounting software access**

QuickBooks, Xero, or the file you were using.

☐ **10 Loan and lease agreements**

Balances and interest need the paperwork.

PRO TIP

Connect the bank feeds and grant software access before the first working session. Historical transactions import automatically, which often takes a week off the timeline.

What happens next

1 Free diagnostic

2 Flat fee, HST included

3 Books current

647-212-9559 · info@gondaliyacpa.ca · gondaliyacpa.ca/consultation

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