

Healthcare Bookkeeping Checklist

Ten checks before your practice year end

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Work through these ten before your consultation. Items one to three prevent most of what goes wrong later, and they cost nothing but discipline to get right.

- ☐ **1 Separate bank account**
Corporate money only, no personal use.
- ☐ **2 Separate credit card**
One card for the practice, one for you.
- ☐ **3 Monthly reconciliation**
Billings matched to deposits, not deferred.
- ☐ **4 Consistent expense coding**
Clinical and administrative split the same way.
- ☐ **5 Shareholder loan terms**
Written agreement with commercial terms.
- ☐ **6 GST/HST apportionment**
Exempt and taxable supplies split correctly.
- ☐ **7 Payroll remitted by the 15th**
Source deductions sent on time each month.
- ☐ **8 Equipment CCA class**
Class 8 or immediate expensing, decided at purchase.
- ☐ **9 Receipts stored digitally**
Retrievable and readable for six years.
- ☐ **10 Continuing education records**
Course details linking the training to the practice.

PRO TIP

Set the chart of accounts up before the year starts, not after it ends.
Rebuilding one retroactively across twelve months costs several times as much.

What happens next

- 1** Books reviewed
- 2** Fixed fee quoted
- 3** Monthly rhythm set

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