

Notary Bookkeeping Checklist

Ten checks for your practice

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Work through these monthly, not once a year.
Whose money is it drives every answer below.

- ☐ **1 Fees split from disbursements**
Your revenue separated from pass-through amounts.
- ☐ **2 Agent position settled**
Registry fee treatment decided and documented.
- ☐ **3 Deposits at gross**
Processor fees expensed, not netted off revenue.
- ☐ **4 Retainers deferred**
Held as a liability until the work is done.
- ☐ **5 Invoices numbered**
Unique sequential numbers tied to each service.
- ☐ **6 Receivables aged**
Overdue invoices reviewed and chased monthly.
- ☐ **7 Accounts separated**
No personal spending through the practice account.
- ☐ **8 Mileage logged**
Date, distance and purpose for every mobile signing.
- ☐ **9 Books closed monthly**
Bank, processor and payroll all reconciled.
- ☐ **10 Records retained**
Six years from the filing date.

PRO TIP

A registry fee you collect and pass on is not your revenue. Booking it as income inflates your top line and distorts every margin.

What happens next

- 1** Ledger reviewed
- 2** Flat fee quoted
- 3** Books current

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