Gondaliya CPA
Your Growth Partner

Catch-Up Bookkeeping Scope Checklist

Gondaliya CPA Professional Corporation · Registered Ontario CPA Firm

Bring these to the free consultation and the scope sheet can be written in one sitting.

Catch-up bookkeeping is priced from scope. These twelve items are the scope.

- [ ] **Count the open periods**
  Months or quarters with nothing recorded, or entries never reconciled.
- [ ] **List every bank account**
  Including any account opened for one project and then forgotten.
- [ ] **List cards, loans and merchant accounts**
  Each one is reconciled in every open period, so each one counts.
- [ ] **Estimate transactions per month**
  Across all accounts. This is the number most often underestimated.
- [ ] **Gather the statements**
  Full statements for every account, for every month that is open.
- [ ] **Gather receipts and invoices**
  Organised by date or by supplier. Condition drives verification time.
- [ ] **Note your GST/HST reporting period**
  Annual, quarterly or monthly. It sets how many cut-offs are behind you.
- [ ] **Note your payroll remitter type**
  Quarterly, regular or accelerated. Payroll backlogs grow the fastest.
- [ ] **List the returns that are behind**
  T2, T1, GST/HST, payroll slips. Each is scoped outside the bookkeeping.
- [ ] **Collect copies of anything already filed**
  Errors inside a filed return are an amendment, not a cleanup entry.
- [ ] **Flag unremitted payroll amounts first**
  The failure-to-remit penalty rises with the number of days late.
- [ ] **Decide what you need at the end**
  Reconciled books, filed returns, or financial statements as well.

Gondaliya CPA performs compilation engagements under CSRS 4200, which provide no assurance; audit and review engagements are referred out. Not tax or legal advice.

647-212-9559 · info@gondaliyacpa.ca

gondaliyacpa.ca · 1450+ 5-star Google reviews