



Business Records Checklist

Keep these on hand for clean bookkeeping and a smooth, low-stress year-end.

BANKING & SALES

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|---|---|
| ☐ Bank statements (all accounts) | ☐ Cash / e-transfer receipts |
| ☐ Credit-card statements | ☐ Merchant / POS reports |
| ☐ Sales invoices issued | ☐ Accounts receivable (debtors) list |

PURCHASES & EXPENSES

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| ☐ Supplier invoices & receipts | ☐ Vehicle & fuel records |
| ☐ Accounts payable (creditors) list | ☐ Insurance documents |
| ☐ Loan & lease statements | ☐ Asset / equipment purchase invoices |

PAYROLL & TAX

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| ☐ Payroll registers & pay stubs | ☐ GST/PST collected & paid records |
| ☐ Source-deduction remittance confirmations | ☐ WorkSafeBC statements |
| ☐ T4 / T4A summaries | ☐ Prior-year financial statements & tax returns |

GOOD HABITS

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| ☐ Reconcile accounts monthly | ☐ Set aside GST/PST & payroll amounts |
| ☐ Keep business & personal separate | ☐ Back up your records |
| ☐ Photograph receipts as you go | ☐ Keep records at least 6 years |

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