

Keeping Organized :0)

Keep Business and personal separate. Use business credit cards and business debit cards for business. Use personal debit and personal credit cards for personal. If you accidentally mix this up, make a note on the receipt.

Each time you provide paperwork, please provide us with ALL of the following from the period we will be working on:

1. Govt paperwork you have received
2. Bank Statements with all receipts attached (expenses noted) and checked off to cross reference you haven't missed anything
3. Cheque Stubs (notes included as to what has been paid)
4. Credit Card Statement with all receipts attached (expenses noted) and checked off to cross reference
5. Hard copies of all Sales Invoices
6. Bank Deposit book or the original Bank deposit slip with notes attached as to what has been paid (ie: invoice number/customer name). A Bank Deposit book works best and keeps everything together.
7. All bills from suppliers (including statements from those who provide them) including anything sent electronically. Please record on them how/when (if) they were paid and the type of expense if that's not clear.
8. All Utility bills (Bell, Power Stream etc..) including anything sent electronically. Please record how/when (if) they have been paid
9. All transactions (printed copies) for online purchases

The more details you can provide to us will makes less work and keep everything organized and thus, keep your bookkeeping costs in check