

# Bookkeeping Cleanup Checklist

Behind on your books? This checklist helps identify what may need to be reviewed, corrected, reconciled, or organized before reporting or tax filing.

## Signs Your Books May Need Cleanup

Use this section as a quick review before year-end or tax filing.

- Bank or credit card accounts have not been reconciled for several months.
- There are many uncategorized or suspense transactions.
- Income does not agree to sales reports, deposits, or invoices.
- Expense categories are inconsistent or too vague.
- Loan payments are recorded entirely as expenses instead of principal and interest.
- Personal transactions are mixed with business transactions.
- Payroll liabilities, GST/HST payable, or CRA balances do not look right.
- Reports show negative bank balances, negative receivables, or unusual balances.

## Cleanup Documents to Gather

A cleanup project is smoother when the full history is available.

- Bank statements for the cleanup period.
- Credit card statements for the cleanup period.
- Loan and financing statements.
- Sales reports, invoices, and customer payment records.
- Supplier invoices, receipts, and bills.
- Payroll reports and remittance confirmations.
- GST/HST returns already filed and CRA payment confirmations.
- Prior year financial statements, tax returns, or accountant adjusting entries.

## Cleanup Review Areas

These are common areas that usually need attention during cleanup.

- Bank reconciliations and unreconciled items.
- Duplicate income or duplicate expenses.
- Owner draws, shareholder loan, and personal expenses.
- Accounts receivable and old unpaid invoices.
- Accounts payable and old unpaid bills.
- Fixed assets versus repairs and regular expenses.
- GST/HST coding and input tax credits.
- Payroll wages, deductions, benefits, and remittances.

## Before You File Taxes

Complete these final checks before sending records for tax preparation.

- Confirm all bank and credit card accounts are reconciled to year-end.
- Review financial statements for unusual balances.
- Confirm sales tax filings agree to bookkeeping records.
- Confirm payroll filings agree to T4 and remittance records.
- Confirm owner/shareholder transactions are properly classified.
- Save a final year-end report package for your records.

Cleanup note: The more complete your documents are, the easier it is to correct the books and provide reliable reports.

**Need help with your bookkeeping? Book a consultation with Bejeweled Bookkeeping Services.**