

ENTREPRENEURIAL ACCOUNTING

CHECKLIST

The time has come to take control of your numbers? Do you want to take care of it yourself or entrust it to a professional? Here's a useful tool to help you in the process. Our checklist will help you gather the information you need to understand your finances and make informed decisions.

- ☐ Open a dedicated bank account for the company.
- ☐ Download statements for all bank accounts each month, scan them and keep them in a file.
- ☐ Scan or take pictures of all your expense receipts and keep them in a file.
- ☐ Watch your sales! For sales of \$30,000 or more, you are required to register for taxes.
- ☐ Choose your accounting software or an Excel template according to your activity volume. Check out our [Start-Up packages](#).
- ☐ Keep your business formation documents, list and updated shareholder information in a file.
- ☐ Keep all your business numbers: BN, NI, NEQ, GST, QST, etc.
- ☐ For your company's taxes, give all these documents to the professional, you will save time if everything is digitized.



PROPULSIO 360°

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COMPTABILITÉ DE L'ENTREPRENEUR

AIDE-MÉMOIRE

By adopting these habits as you go along, it will be easy for you to delegate your accounting. You will save a lot of time and therefore a lot of money.

In the event of an audit, you will have all the supporting documents of your income and deductions. You will avoid a random estimate from a government agent.

Are you thinking of changing accountants?

Make sure you have all your tax records from the previous year at hand:

- audit balance,
- supplier and customer payables,
- the list of fixed assets,
- the last bank reconciliation and depreciation tracking,
- prepaid expenses
- advances to the shareholder,
- tax and withholding tax returns.
- Your reporting frequency and dates

Having this information will help the new accountant take care of your accounting and taxes. Remember, you'll save more money with digitized documents.

If you need more information, visit our website and talk to an accountant for free.



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