

Bookkeeping / Accounting Checklist

Completed	Documents for Master File
<input type="checkbox"/>	Incorporation Documents of Business Entity
<input type="checkbox"/>	Opening Trail Balance
<input type="checkbox"/>	Income Tax Return of Last Year
<input type="checkbox"/>	Electronics Bookkeeping File (if any)
Completed	\$ Sales Information
<input type="checkbox"/>	Invoices issued to the clients /customers
<input type="checkbox"/>	Details of Advance Payments received from Clients/Customers
Completed	Payroll Information
<input type="checkbox"/>	Payroll Details of Employess
<input type="checkbox"/>	Details of Salary Paid and Calculation
Completed	Cash & Bank Information
<input type="checkbox"/>	Cash Receipts
<input type="checkbox"/>	Cash Payment Book (if at all maintained)
<input type="checkbox"/>	Bank Statements
<input type="checkbox"/>	Credit Card Statements
<input type="checkbox"/>	Check Stubs
<input type="checkbox"/>	Invoices received for expenses incurred
<input type="checkbox"/>	Receipts/Invoices for purchase of Fixed Assets
<input type="checkbox"/>	Receipt of Payment of Taxes
Completed	Inventory Information
<input type="checkbox"/>	List of Inventory items involved in business
Completed	Other Relevent Transactions
<input type="checkbox"/>	Summary of any major event during the year
<input type="checkbox"/>	Payments of Share Holders
<input type="checkbox"/>	Loan Statements for loan taken from Bank
<input type="checkbox"/>	Details of Withholding Tax Paid (if any)
<input type="checkbox"/>	Returns filed with Tax Authorities
<input type="checkbox"/>	Any correspondences with Govt. Agencies
Notes	