NETBOOKKEEPING

Monthly Financials

Balance Sheet - What the Company Owns and Owes

Profit/ Loss Statement (Income Statement) - If the company is making money or losing money.

Bank Statements with Checks, & other supporting information

Deposit Book (copies of all cheques and ck stubs)

Check Stubs (of cks written by your company)

Recievables
With how and when they were pd & Accounts still owing

Payroll Info.

Invoices Paid
With how and when they were paid

Gov't Reports
*Keep all reports in separate files (or in a Binder) I.E. GST& Payroll Remittance.

Docuements Required from your business on a monthly basis to complete Financial Statements:

Bank Statements
Check Stubs
Deposit Book

Invoices Pd (with how and when they were pd)

Daily Cash Sheets and or Receivables (with how and when they were pd)

All Payroll information
-Payroll Spreadsheet

Make sure you keep the bills of $200 or more to purchase items to use in your business in "one" folder, regardless of when they were paid, as these are part of capital assets.