



Tips on Organizing Your Information

The following is meant as a guide. We include it here both for your overall general organization and for our requirements. Our job not only entails analyzing the bookkeeping presented to us but also, from time to time, referring to original source documents. If those documents are filed in an organized fashion the job is that much easier for our staff and that reduction in time spent saves you money.

The categories below reflect what most accountants would recommend you use as a filing guide.

- Revenue (sales)
- Bank statements with cancelled/ returned cheques
- Credit card statements
- Purchases – cost of goods sold
- Advertising & promotion
- Meals & entertainment
- Travel
- Automobile expenses – gas, repairs, leasing, insurance, parking, license, CAA, misc.
- Office Expenses – office supplies, courier, postage
- Computer & supplies (if more than \$250 – provide details)
- Telephone – including fax, cell internet
- Professional fees – lawyer & accountant fee
- Salaries and benefits – staff salaries, source deductions, paid benefits
- Subcontract – payments made to subcontractors
- Management salary & benefits
- Insurance – office, liability, group & life, disability
- Professional development, reference, dues & subscriptions
- Rent & occupancy cost – rent, utilities, repairs, cleaning, maintenance, office security
- Bad debts & write offs
- Details regarding purchase or disposal of assets
- Government correspondence regarding corporate or personal taxes