

Bookkeeping and Accounting

What day are you going to do your bookkeeping?

Do you have separate files in your desk for your payables and your receivables?

Yes

No

Do you have a separate chequing account for your business?

Yes

No

Do you have a separate credit card for your business?

Yes

No

Do you have separate savings account set up for GST?

Yes

No

Do you pay your GST Quarterly or Annually?

Quarterly

Annually

Do you have a separate savings account set up for taxes?

Yes

No

Do you have a separate savings account set up for stabilization?

Yes

No

How are you saving and organizing your receipts and invoices?

How do you do your invoicing?

Immediately

Weekly

Installment

When is your year end?