



# Finance Checklist

## Annual Business Checkup

- Ensure your bookkeeping is up-to-date and organized.
- Start to reconcile bank statements and review internal financial statements/bookkeeping.
- Be aware of your personal and corporate tax deadlines, such as RRSPs, T-slips, payment dates, and filing deadlines.
- Review deductions (CRA), such as tax installments and payroll remittances to ensure all payments have been made.
- Communicate any changes to your business to your advisors, and review previous planning to ensure it is still applicable.
- Plan your personal and corporate taxes by reviewing and communicating any changes from the prior year, and upcoming changes, if any.
- Review accounts receivable and payable to ensure everything is up-to-date.
  - Billing (Doctors of BC income statement and/or MSP remittance statement)
  - Expenses (labour, supplies, utilities, etc.)
- Reflect on the previous year and set financial goals for the coming year.