



First Visit Checklist

Your bookkeeper will need all of the following items and tasks **complete for the first visit**. Please gather all the following information and have this form available for your HB bookkeeper to review ASAP.

- ___ Bank statements back to January of current year
- ___ Credit card statements to January of current year
- ___ Loan Statements to January of current year
- ___ Accurate records of all bank deposits
- ___ Accurate records of retainers and up-front deposits
- ___ Accurate records of all checks written (check registers)
- ___ All payroll data to January of current year
- ___ Accurate records of all payroll tax deposits
- ___ Accurate records of all sales tax collected, filed & paid with the state
- ___ Current Accounts Receivable listing (even if it is not perfect)
- ___ Current Accounts Payable listing (even if it is not perfect)
- ___ Receipts for cash purchases (out of pocket expenses)

-Special On-Site Bookkeeping Instructions-

- ___ File Cabinet dedicated to bookkeeping / accounting
- ___ Box of 3rd cut manila file folders
- ___ Box of Pendaflex folders

Other: _____

Hint: If you quickly complete this list, You will be amazed at what we can do...