

Audit Proofing Checklist

No one wants to be audited by the CRA, but it happens – even to the best of us! No one can guarantee that you won't be audited - you could randomly be chosen by the CRA for a review. Be prepared for just such an event by doing the following:

- Hire a good Bookkeeper
- Hire a good Accountant
- Keep a vehicle log and record every trip
- Document meal and entertainment expenses (ask me how)
- File your GST/HST returns on time
- File your income tax returns on time
- File your WCB returns on time
- Do annual tax planning
- Set up a good document retention system
- Save your files for six tax years

Excellence In Bookkeeping - For Excellence In Business

