

## Month to Month Bookkeeping Checklist

- Email all bank statements → [bookkeeping@go-get.ca](mailto:bookkeeping@go-get.ca)
- Email sales report with tax code → [bookkeeping@go-get.ca](mailto:bookkeeping@go-get.ca)
- Email expense summary with tax code → [bookkeeping@go-get.ca](mailto:bookkeeping@go-get.ca)
- Send scanned expense files via Google Drive or OneDrive link