

**Thalia I. Treby, MS**  
CELL: (201) 965-9095  
EMAIL: [TRIUNFARTAX@GMAIL.COM](mailto:TRIUNFARTAX@GMAIL.COM)  
[www.TriunfarTax.com](http://www.TriunfarTax.com)

### General Bookkeeping Checklist

This is not an all-encompassing list. When **mailing** your information, **please track your package** (USPS priority mail or another carrier with tracking). You can also securely upload your documents to me via **Dropbox** (please contact me for details). Due to the sensitivity of the records, emailing these documents is not secure and therefore not recommended.

**When I am completed with your bookkeeping file as best as I can, I will send you a draft and/or notify you. It is up to you to review my work as ultimately the business financial files and subsequent statements are your responsibility.**

- New Clients Only: Last year's business tax return/schedule C.
- Any Bookkeeping file you have already.
- Business-related bank statements (checking, savings).
- Business credit card statements, if applicable
- Cash Ledger (listing of incoming and outgoing cash), paid invoices, paystubs from any 1099-MISC income.
- I would rather a listing/summary of money incoming, but if all you have are receipts and/or a receipt book, I will take that.
- General Ledger of expenses paid.  
Expenses such as: cell phone (% used for business), vendor expenses, office supplies, internet, professional fees, professional periodicals, licenses, travel, deductible meals, wages, advertising, life insurance, self-employed medical plan (if any), professional seminars, other business expenses, etc.
- I would rather a listing/summary of money outgoing, but if all you have are receipts, I will take that
- Home Business expenses and/or Business Office expenses
  - Rent/mortgage
  - Property taxes
  - Homeowners/Renters Insurance, if needed
  - Utilities
  - Home telephone (not cell) or business telephone if applicable
  - Square footage
  -
- Auto expenses
  - Make, Model, year of car
  - Auto Insurance
  - Business miles and total miles driven
  - Gas
  - Tolls, parking
  - Auto maintenance: oil change, etc.
  - Auto repairs
  - Auto interest
  - License and Registration

**Schedule C**

<b>Gross Income</b>	\$	-
Name of Business		
Type of Business		
<b>Gross Expenses</b>		
<b>Home Office Expense</b>	\$	-
Square footage of office space		0.00
Square footage of home		0.00
Rent	\$	-
Utilities (PSE&G; Water/Sewer; Cable/Phone/Internet; etc.)	\$	-
Repairs & Utilities	\$	-
Insurance	\$	-
Telephone - Cell		
Advertising		
<b>Car &amp; Truck Expense</b>		
Parking	\$	-
Tolls	\$	-
Repairs	\$	-
Miles		0.00
Oil	\$	-
Gas	\$	-
Auto Insurance	\$	-
Auto interest paid	\$	-
Auto License/Reg	\$	-
Tires	\$	-
Rental Fees	\$	-
Commissions & Fees	\$	-
Contract Labor	\$	-
Depletion	\$	-
Depreciation & Sect 179	\$	-
Employee Benefit	\$	-
Insurance (non health)	\$	-
<b>Interest:</b>		
Mtg paid to banks	\$	-
other	\$	-
Professional Services	\$	-
Office Expense	\$	-
Pension & Profit-sharing	\$	-
<b>Rent or Lease:</b>		
Vehicles, machinery, and equipment	\$	-
Other business property	\$	-
Repairs & Maintenance	\$	-
Supplies	\$	-
Taxes & Licenses (Business)	\$	-
<b>Travel, Meals, and Entertainment:</b>		
Travel	\$	-
Deductible Meals & Entertainment	\$	-
Utilities	\$	-
Wages	\$	-
<b>Other Expenses:</b>		
	\$	-
	\$	-
	\$	-
<b>Total Expenses</b>	\$	-
<b>Net Profit/(Loss)</b>		0.00