

## Monthly Checklist

_____ Enter Month	“X” when completed or enter amount
<b>Revenues</b>	<ul style="list-style-type: none"> <li>• Add up all your revenue invoices for the month.</li> </ul>
	<ul style="list-style-type: none"> <li>• Enter the total amount in the CM12 2020 Tool (or in the tool you use for your bookkeeping).</li> </ul>
<b>General Expenses and Fixed Assets</b>	<ul style="list-style-type: none"> <li>• Add expenses by categories.</li> </ul>
	<ul style="list-style-type: none"> <li>• Enter the total amount in the CM12 2020 Tool</li> </ul>
<b>Home Office Expenses (if applicable)</b>	<ul style="list-style-type: none"> <li>• Enter the total amount in the CM12 2020 Tool (Add up maintenance receipts to get one total for the month, if applicable.)</li> </ul>
<b>Vehicle Expenses</b>	<ul style="list-style-type: none"> <li>• Add up all business kilometres travelled</li> <li>• Add up gas receipts.</li> <li>• Add up all the other vehicle expense categories.</li> <li>• Enter the total amount in the CM12 2020 Tool</li> </ul>
<b>Review</b>	<ul style="list-style-type: none"> <li>• Review the totals. Do you have a net profit or loss this month?</li> <li>• Are you on track with your projections, do you need to make changes?</li> <li>• Is it time to invest more? Is it time to hold back?</li> </ul>

**If you would like a copy of our CM12 Tool, click on the link below. It will take you to our online store. Select the CM12 for your province. You can view the video. If you are interested in purchasing a copy, you will be able to do so from that page.**

[Link to online store](#)

## Quarterly Checklist

\_\_\_\_\_ Enter Quarter

**"X"**

when completed or  
enter a note

<b>Revenues</b>	<ul style="list-style-type: none"> <li>Are the revenues for the quarter in line with your objectives?</li> </ul>	
<b>General Expenses and Fixed Assets</b>	<ul style="list-style-type: none"> <li>Are the expenses lower or higher than projected?</li> </ul>	
<b>GST/HST</b>	<ul style="list-style-type: none"> <li>For businesses who are registered for Quarterly Reporting, make sure you complete your Tax Report and submit it. (CM12 Workbook has a tab with the totals)</li> </ul>	
<b>Review</b>	<ul style="list-style-type: none"> <li>Review the totals. Do you have a net profit or loss this quarter?</li> <li>Are you on track with your previsions, do you need to make changes?</li> <li>Is it time to invest more? Is it time to hold back?</li> </ul>	

Notes

If you would like to learn more about all the expense categories and how to calculate percentages, the link below will take you to our online store. Checkout our **CM12 Simplified Bookkeeping Course**. We also have a course on the **GST/HST**.

[Link to online store](#)