

604.788.7166

[www.RogueBookkeeping.ca](http://www.RogueBookkeeping.ca)

[hello@roguebookkeeping.ca](mailto:hello@roguebookkeeping.ca)

# BUSINESS EXPENSE

## CHECKLIST

It occurred to me the other day that some expenses are more likely to fall through the cracks than others. Like when you subscribe to a service like Spotify so you have music in your office... Who has two thumbs and totally forgot about this in her own bookkeeping? This gal!

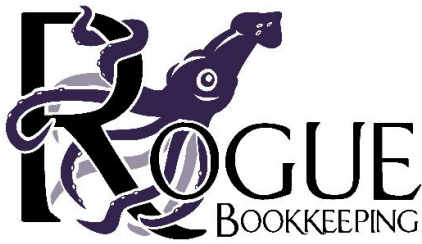
With that in mind, I've started a checklist of items that I feel might get forgotten about. If you have any suggestions or ideas for expenses to add please let me know!

### Home Office:

- Internet
- Utilities
- Insurance
- Cleaning materials (purchased specifically for your home office)
- Rent or mortgage interest
- Property taxes
- Telephone
- Spotify or iTunes

### Vehicle:

- Gas
- Oil changes
- Any repairs
- Car washes
- Parking



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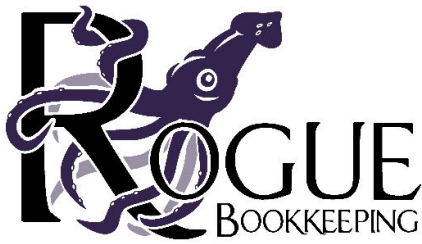
## Subscriptions

Subscriptions that automatically come off your credit card (don't forget to log in and download these invoices and keep them with your business records)

- Adobe
- Zoom
- Microsoft Office (or 365 or whatever it's called these days)
- Website hosting
- Email hosting (if you use, say, a Google-type service)
- Networking groups

## Other stuff:

- Cell phone
- \_\_\_\_\_
- \_\_\_\_\_



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## What's Next?

**Rogue Bookkeeping** (RBK) is a full-cycle, customer-focused bookkeeping company that also offers services on an a la carte basis. Our goal is to work with you to figure out what best suits your needs (and budget) and develop a plan from there.

Maybe bookkeeping is the biggest pain point in your business? We can do monthly entries of all transactions, bank reconciliations, GST and PST reconciliations and filing when required.

Maybe you're a one person show and sending out timely invoices is your biggest hurdle? -we can help prepare and enter those invoices and distribute.

Maybe you're looking to grow your company this year and want help developing a budget and cash flow forecast? -we can help set those up and even review those with you periodically and compare to how your company is actually performing so you know exactly where you are on your way to achieving your goals.

[Click here](#) or visit [RogueBookkeeping.ca](http://RogueBookkeeping.ca) to book your *no-obligation consult call* to find out how we can help.