love your numbers

CHECKLIST

Bookkeeping Records and Evidence Checklist

A practical checklist of the source records, supporting documents and explanations that need to sit behind reliable bookkeeping.

BEFORE YOU START

This is about the evidence behind your numbers and how it reaches your bookkeeper. It is not a guide to record retention periods or tax record-keeping requirements. Confirm what your business must keep, and for how long, with your registered tax agent or BAS agent.

Reliable numbers start with reliable evidence

Every figure in your accounts should be able to point back to something: an invoice, a receipt, a statement, an agreement or a written explanation. When that evidence is missing, the work slows down and the reports become estimates.

Use this checklist to see which records already exist, which arrive reliably and which ones only appear when someone chases them.

1. Sales records

- [ ] Customer invoices are raised in one system, not across several places.
- [ ] Credit notes and adjustments are recorded rather than handled informally.
- [ ] Payments received can be matched back to the invoice they relate to.
- [ ] Sales made through payment platforms or online channels reach the records with their settlement detail.
- [ ] Deposits and progress payments are treated consistently.

2. Supplier documents

- [ ] Supplier bills are captured as documents, not just as bank transactions.
- [ ] Recurring subscriptions and direct debits have a document behind them.
- [ ] Purchases made on personal cards are identified and supported.
- [ ] Cash purchases have a receipt or a written note explaining them.
- [ ] Someone is responsible for requesting a document that never arrived.

© 2026 Love Your Numbers Pty Ltd. All rights reserved.
You're welcome to use this checklist in your own business. Please don't copy, sell or share it publicly without our permission.

3. Bank and card evidence

- [ ] Every business account and card used is connected or supplied to the bookkeeping file.
- [ ] Statements are available for periods where feeds are incomplete.
- [ ] Transfers between accounts are identifiable as transfers.
- [ ] Unusual or one-off transactions carry an explanation.

> WHAT TO CHECK
>
> If an account is used occasionally for business, it still needs to reach the records. Accounts that appear once a quarter are a common source of reconciliation gaps.

4. Loans, assets and owner transactions

Only some of these will apply to your business. Where they do, the supporting paperwork matters as much as the transaction.

- [ ] Loan or finance agreements are available where borrowings exist.
- [ ] Asset purchases have an invoice showing what was bought.
- [ ] Owner contributions and drawings are identified rather than coded by guesswork.
- [ ] Related-party or intercompany transactions are explained in writing.

> WATCH FOR
>
> How these transactions are treated in your accounts can depend on your structure and your tax position. Confirm the treatment with your accountant or registered tax agent rather than assuming.

5. Payroll support

- [ ] Employee details and changes are supplied in writing by an authorised person.
- [ ] Timesheets or hours worked are available where pay depends on them.
- [ ] Leave requests and approvals are recorded.
- [ ] Payroll reports for each cycle are retained with the file.

6. Missing documents and coding questions

- [ ] There is one agreed place to log outstanding documents.
- [ ] There is one agreed way to ask and answer coding questions.
- [ ] Questions are answered by someone who actually knows the transaction.

© 2026 Love Your Numbers Pty Ltd. All rights reserved.
You're welcome to use this checklist in your own business. Please don't copy, sell or share it publicly without our permission.

- [ ] Unresolved items are visible before month-end rather than discovered during it.

7. Where records are stored and who supplies them

- [ ] Documents are stored in a consistent, searchable location.
- [ ] Storage does not depend on one person's inbox or phone.
- [ ] Each source of documents has a named supplier.
- [ ] Your bookkeeper can reach the records without asking each month.

8. When the evidence is unclear

Some transactions will not have clean paperwork. The point is to make the uncertainty visible rather than to code around it.

- [ ] Write a short note explaining what the transaction was and who confirmed it.
- [ ] Flag anything that may need an accountant or tax agent to review.
- [ ] Avoid coding to a general account simply to clear the list.
- [ ] Revisit unresolved items at the next review instead of leaving them open indefinitely.

9. A month-end sign-off question

Before you accept the month as complete, ask one question: could each material figure in these reports be explained with a document or a written note if someone asked?

> NEXT STEP
>
> If the honest answer is no, note where the gap is and fix the flow that created it rather than the single transaction.

> WHAT NEXT?
>
> If document flow is the part that keeps slipping, that is usually a process question rather than an effort question. If you would like help working through this, we can talk through where your numbers are now and what would help most. Book a free introductory call at www.loveyournumbers.com.au/contact.

This resource is general information only and is not advice about your specific situation. Confirm anything involving tax, GST, payroll, super or employment obligations with the appropriate registered adviser or authority. © 2026 Love Your Numbers Pty Ltd.

© 2026 Love Your Numbers Pty Ltd. All rights reserved.
You're welcome to use this checklist in your own business. Please don't copy, sell or share it publicly without our permission.