



# Small Business Owner Checklist: Year-Round Essentials

Key tasks for Canadian businesses.

## Business Operations

- ☐ Register or renew business license
- ☐ Review contracts & agreements
- ☐ Review invoices and follow up on overdue payments
- ☐ Backup files & secure sensitive client data

## Finances & Accounting

- ☐ Keep business and personal finances separate
- ☐ Reconcile bank statements monthly
- ☐ Track & categorize expenses
- ☐ Keep receipts
- ☐ Pay CRA installments on time
- ☐ Set aside money for GST/HST, payroll, and corporate taxes

## Payroll & Staff

- ☐ Issue pay stubs and keep records
- ☐ Remit payroll taxes on time
- ☐ Review employee contracts & benefits

## Planning & Growth

- ☐ Review cash flow monthly

- ☐ Set quarterly goals & adjust budget
- ☐ Monitor sales trends & seasonal slowdowns
- ☐ Network & market consistently

## **Risk & Compliance**

- ☐ Renew insurance
- ☐ Stay CRA-compliant with bookkeeping and filings

## **Next Steps**

Use this checklist to ensure your small business is operating smoothly and in compliance with Canadian regulations. Review and update it regularly to stay on top of your game!

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