



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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