

## YEAR-END CHECKLIST

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Enclosed	Not Applicable	
( )	( )	<b>Summary of transactions</b> (manual synoptic of cash receipts and disbursements, a detailed general ledger, or your computer summary via disk or CD (or emailed directly to our office), together with trial balance and financial statements, if available).
( )	( )	<b>Bank statements</b> , cheque stubs, and cancelled cheques for the year.
( )	( )	<b>Monthly bank reconciliations</b> for the year.
( )	( )	<b>Summary of shareholder and spouse (if applicable) payroll tax remittances</b> paid during the fiscal year detailed by month.
( )	( )	<b>Breakdown of shareholder draws and summary of shareholders' wages</b> by month for the fiscal year.
( )	( )	<b>Loan history</b> for the year, supplied by a financial institution.
( )	( )	<b>Aged Accounts receivable</b> listing and an <b>allowance for doubtful accounts</b> listing.
( )	( )	<b>Aged Accounts payable</b> listing.
( )	( )	<b>Inventory</b> listing (item description and cost).
( )	( )	<b>Corporate investment account statements</b> and <b>term deposit details</b> covering the fiscal year.
( )	( )	<b>Goods and Services Tax returns</b> for the fiscal year.
( )	( )	<b>Out-of-pocket</b> business expenses summary.
( )	( )	<b>Summary of corporate tax instalments</b> paid during the year, including a copy of the most recent statement of account from Revenue Canada (Form T9).
( )	( )	<b>Summary of corporate payroll instalments</b> paid during the year, including a copy of the most recent statement of account from Revenue Canada.
( )	( )	<b>Copy of corporate tax assessment from prior year</b>
( )	( )	<b>Signed copy of the Engagement letter</b> (2 copies enclosed)

What type of computer software do you use? \_\_\_\_\_

What version is this software? \_\_\_\_\_

Do you have a password to open this program? If yes what is the password? \_\_\_\_\_

Our staff may need to contact you to clarify any details.

**Significant Events:**

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