

CORPORATE YEAR-END CHECKLIST

Please fill in the information, or check the applicable boxes, and send us this checklist along with your year-end material.

Company name: _____

Year-end: _____ to _____

Current contact information

Address: _____

Phone number(s): _____

Email address: _____

Accounting Software

If you prepare your own bookkeeping electronically, please provide us with, a backup copy of your year-end file, via email or our Cloud portal, or access to your online application. In addition, please provide the following:

- Software used: _____
- Username: _____
- Password: _____
- Version: _____

Items to Assist with Bookkeeping

If you do not prepare your own bookkeeping, please provide us with:

- Monthly bank statements for the fiscal year
- Cheque stubs or images for the fiscal year
- Credit card statements for the fiscal year

Supporting Records

The following is a general list of items used to support a corporation's year-end balances. Please send us any that apply to your company and disregard any that do not.

Cash accounts:

- Year-end bank statement for all accounts
- Year-end bank reconciliation for all accounts

Accounts receivable:

- An aged accounts receivable listing at your year-end date
- A listing identifying any uncollectable accounts that need to be written-off

Investments in marketable securities and other short-term investments:

- Monthly investment account statements
- A 'gain-loss report' for the fiscal year from your broker
- A statement of management fees and summary of investment account activity for the fiscal year
- Any T-Slips received on your investment accounts (such as T3's, T5's, T5013's)
- If you hold any foreign investments, a 'foreign income verification report' from your broker
- A 'Vendor's Statement of Adjustments' for any real estate sold during the year

Inventory:

- The year-end inventory balance, in dollars, for each type of inventory you track
- A listing of any expired or damaged inventory that needs to be written-down

Long-term investments:

- Details of any properties purchased or sold during the year, including
 - Description of property
 - Date of purchase / sale
 - Cost of property
 - Proceeds of sale
 - Additional costs incurred to purchase / sell the property
- A listing of rental income and expenses for the fiscal year

Fixed assets:

- An amortization schedule for any assets being tracked in a 'fixed asset' account
- A listing of any fixed assets purchased or sold in the fiscal year

Accounts payable:

- An aged accounts payable listing at your year-end date
- Year-end statement for all corporate credit card accounts
- A copy of your year-end PST return

Tax accounts:

- A listing of any corporate, GST, and payroll tax instalment payments made for the fiscal year
- A listing of payroll payments made on behalf of shareholders during the fiscal year

Loans payable:

- Year-end statement for all loan, mortgage, line of credit, and other borrowing accounts
- A listing of interest paid on all loan accounts during the fiscal year
- A listing of any loans made to related companies during the fiscal year
- A listing of any 'out of pocket' expenses paid from the owners' personal funds

Additional information: _____

