

**FISCAL YEAR-END CHECKLIST**

Company name: \_\_\_\_\_ Year-end: \_\_\_\_\_

**Accounting Software**

Enclosed    N/A

- (   ) (   )    **Accounting software file** (accountant's copy, back-up, copy of original). Is the file enclosed, sent via the Lohn Caulder cloud, e-mailed? \_\_\_\_\_
- (   ) (   )    **Fiscal year-end bank statement and fiscal year-end loan statement.**
- (   ) (   )    **Monthly investment account statements** from your financial advisor or broker, detailing purchases, sales, interest, dividends and other items.
- (   ) (   )    **Out-of-pocket** business expenses summary.

Type of software (i.e. QuickBooks, Sage/Simply Accounting): \_\_\_\_\_

Version of software: \_\_\_\_\_

Software password (if necessary): \_\_\_\_\_

**Manual Records (if no accounting software used)**

Enclosed    N/A

- (   ) (   )    **Summary of transactions** for the fiscal year.
- (   ) (   )    **Bank statements** (including cheque stubs or cancelled cheques) for the fiscal year.
- (   ) (   )    **Monthly bank reconciliations** for the fiscal year.
- (   ) (   )    **Summary of shareholder draws and shareholders' wages** for the fiscal year.
- (   ) (   )    **Summary of shareholder and spouse (if applicable) payroll tax remittances** paid during the fiscal year.
- (   ) (   )    **Loan history** for the year, supplied by a financial institution.
- (   ) (   )    **Aged Accounts receivable** listing and an **allowance for doubtful accounts** listing.
- (   ) (   )    **Aged Accounts payable** listing.
- (   ) (   )    **Inventory** listing (item description and cost).
- (   ) (   )    **Provincial sales tax returns** for the fiscal year.
- (   ) (   )    **Monthly investment account statements** from your financial advisor or broker, detailing purchases, sales, interest, dividends and other items.
- (   ) (   )    **Monthly corporate credit card statements** for the fiscal year.
- (   ) (   )    **Out-of-pocket** business expenses summary.

Additional Information: \_\_\_\_\_

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