

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: _____

