

## 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.

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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: