

Year End Checklist

Here is a list of things that I will require in order to compile the financial statements and corporate tax return for your company.

- A backup copy of your accounting software.
- A printout of your year end trial balance, balance sheet and profit and loss.
- A copy of the accounts receivable listing as at the year end date. Please identify any receivables that may be uncollectible.
- A copy of your inventory listing showing the value at the year end date.
- A copy of the accounts payable listing at the year end date.
- A copy of the bank reconciliation and final bank statements for all bank accounts.
- Copies of all receipts for fixed assets purchased during the year.
- Copies of your GST returns for the year.
- Copies of your PD7A (payroll remittance reports), PST returns and WCB returns for the last month of the year end.
- A list of any business expenses paid personally on behalf of the company which have not been paid or recorded.
- Copies of the prior year tax notice of assessment