

CORPORATE YEAR-END CHECKLIST

Name of Company: _____

Fiscal Year-end: _____

New company - please provide Minute Book:

Incorporation Certificate: _____ Shareholder Register: _____

GST (*circle*) Yes No Detail Method Yes No

GST Number: _____ Quick Method Yes No

Registered for Payroll Yes No Subcontractors Yes No

Please provide copies of all GST returns filed and any correspondence from Canada Revenue Agency and the Minister of Finance (ie. GST, Corporate and Payroll Notice of Assessments, etc.)

Accounting Software: _____ *or* Manual Records: _____

Version: _____ User name: _____ Password: _____

Provide an **Accountant’s Copy** of the data file, if you’re using QuickBooks 2010 or later or Sage 50 (aka Simply) 2013 or later. If you are using older software please provide a normal backup copy of the data file.

Please provide the following information as it applies to you:

Use of home office:

Square footage of home	_____	Square footage of office	_____
Heating costs	_____	Utility costs	_____
Insurance	_____	Mortgage interest	_____
Property taxes	_____	Rent	_____
Home telephone	_____	Repairs & maintenance	_____

Automobile:

Purchase price	_____	Date acquired	_____
Lease payments	_____	Owned by (<i>circle</i>)	company or personal
Loan interest	_____	Payment	_____
Total kms used in year	_____	Business kms (or %)	_____
Vehicle allowance	_____	Exp paid by shareholder	_____

New vehicle – please provide copy of Bill of Sale and Loan Agreement, or Lease Agreement

Please refer to the next page for a listing of documents and other information that is required to complete your financial statements and tax return.

The following list includes the documents/information required if you do your own bookkeeping in QuickBooks or Simply Accounting. If you need me to also prepare your bookkeeping please refer to the bookkeeping checklist for any additional documents required.

- A copy of the QuickBooks or Simply Accounting data file, as explained above.
- A copy of the bank and credit card statement(s) at year end, and one month after year end.
- List of accounts receivable at year end.
 - Please review the accounts receivable listing and indicate which balances, if any, may not be collectible.
- List of your inventory at year end, showing quantities and cost prices.
- Details of any work-in-progress at year end.
- Finance contracts for any automobiles or equipment purchased on extended payments. I also need to see the original purchase invoice or document.
- Expenses not entered and not yet paid in your payables ledger at year end that relate to the year end.
- List of unpaid suppliers invoices (payables) at year end
- Insurance policies.
- Lease for the rental of your business premises, any automobiles or other equipment
- For marketable securities, please provide monthly statements from brokers. This would include any T3/T5 slips received during the year.
- Copy of invoices for all capital additions in excess of \$500. If there were any disposals during the year provide details of the original cost of the asset sold and the sale price of items disposed of.
- All corporate income tax assessments and monthly statement of account received from the Canada Revenue Agency and the Minister of Finance.
- Copy of GST returns for the year
- Copy of Source deductions for the year
- Copy of all legal or consulting invoices in excess of \$500

Paper copies are not required. If you wish to provide digital copies, contact me for access to your own private and confidential client portal.