



Checklist of items required for year end preparation:

- Electronic copy of accounting file if using accounting package such as Quickbooks, with password, and version used
- Accounts payable and accounts receivable for current year end
- GST returns filed and any notices received during the year
- PST returns filed and any notices received during the year
- Federal and Provincial corporate tax account statements or notices received during the year
- Source deduction remittance statements including the month after year end
- T4 summary for last calendar year filed
- New financing documentation, including mortgage statements, loan agreements, line of credit statements, lease agreements
- Investment statements for short term deposits, trading summaries and account statements
- Bank statements with cancelled cheques for the year or copy of last month's bank statement with reconciliation report
- Credit card statements including month after yearend
- Home office expense details (mortgage interest, property taxes, utilities, insurance, R&M)
- For intercompany accounts, access to or printout of intercompany accounts from the related corporation for the reporting period • Ending inventory details

Additional information:

- Changes to shareholders and directors
- Changes to associated corporations with details of shareholders
- Legal documentation including minutes/shareholder resolutions related to corporate changes during the year

For new clients:

- Articles of incorporation, list of shareholders, SIN's and percentage of shares held for each class of shares
- List of related or associated corporations with details of shareholders
- Prior year financial statements
- Prior year corporate tax return(s)
- Closing trial balance and adjusting entries for prior year
- Detailed list of A/R and A/P for prior year