



Business year end preparation checklist for existing clients

- Clients who do their own bookkeeping** – provide us with a back up disk or back up file by e-mail. Please note the software package used along with the specific version, password if applicable. We also require year end bank reconciliations and copy of year end and the subsequent month bank statement.
- Clients who require us to do bookkeeping** – invoices issued to clients, cheque stubs, supporting documentation for business related expenses, expenses separated by three categories as follows: credit card, company cheque and cash out of pocket; bank statements including cancelled cheques and deposit books for the year plus the month after year end.
- A/R listing** -Notes as to the portion that is likely not collectible (by customer).
- A/P listing** – supplier amounts payable
- New asset purchases** - Supporting documentation including any leasing arrangements: vehicles, equipment, furniture, computer, leasehold improvements etc.
- New financing arrangements** - Mortgage statements and loan agreements. Contact person at the financial institution. Personal line of credit statements used for business. Include all new leasing arrangements.
- GST returns** as filed and any notices received
- PST returns** as filed and any notices received
- Federal Corp tax** statements, notices and assessments received during the year
- Provincial Corp tax** statements, notices and assessments received during the year
- Employee source deductions** – all forms for remittances made during the fiscal year as well as the month following the year-end date.
- Investment statements** - certificates for short term deposits, trading summaries and account statements if applicable
- Home office expenses** - Provide on an annual basis the following: rent paid or mortgage statement, utilities, home insurance, property taxes, repairs and maintenance expenses. (if home office costs apply) Total area of house and area used for business. List of significant once a year cost items such as insurance, maintenance contracts etc. and the annual renewal dates and invoices. List amounts of any deposits such as last months rent for premises.
- Details of loans** received during the year.
- Details of shareholder loan** and salary/draw payments or loans for the year.