

**FARM YEAR END CHECKLIST**

1. **Backup copy of your computerized accounting records on disk. Indicate which software and version you are using and the password if any.**
2. **Income and disbursements journal or cheque register for the year end, ensuring that it is totalled and balanced for each month, if using a manual system.**
3. **Bank statements and cancelled cheques for the year and the month following, if using a manual system.**
4. **Copy of the bank reconciliation at the year end.**
5. **A listing of Accounts Receivable at the yearend; please identify the accounts which may not be collected.**
6. **A list of inventory held at the year end. (include livestock, crops, fuel, seed, fertilizer).**
7. **Copies of all farm and vehicle insurance policies.**
8. **Final property tax bills for the year.**
9. **Copies of all GST/HST and W.S.I.B. invoices paid during the year.**
10. **Invoices for any equipment and vehicles purchased or sold during the year. If any equipment leases were started or bought out during the year, please provide details.**
11. **Details of all loans, mortgages, and finance contracts payable (i.e., balance at year end, interest rate, due date, payment terms etc.).**
12. **A listing of accounts payable at the year end. This should indicate details of what the amounts are for. Include balances payable to the federal government for payroll deductions, HST and the corresponding statements.**
13. **Most recent notices from Agri-Invest and Agri-Stability.**
14. **DFO SR&ED Investment Tax Credit letter, and copies of government subsidy, grants or program payments received during the year.**
15. **Details of quota purchased or sold during the year (i.e., milk, eggs, chicken, turkey, etc.)**