

**NON-PROFIT ORGANIZATION YEAR END CHECKLIST**

- 1. Backup copy of your computerized accounting records. Indicate what software and version you are using and the password, if any.**
- 2. Bank statements for the year and the month following.**
- 3. A listing of amounts owing to the organization at the yearend; please identify the accounts which may not be collected or are owing from affiliated organizations.**
- 4. Details of investments and securities traded during the year and a list of investments or securities held at the year end. Include maturity date and interest rate for GICs.**
- 5. A list of inventory held at the year end with details on quantity held and unit cost.**
- 6. Invoices for insurance premiums paid (i.e., office, vehicles, life, etc.) and property tax invoices paid during the year.**
- 7. Details of grants received during the year.**
- 8. Invoices for any new furniture, equipment and vehicle purchased during the year. If any equipment leases were started or bought out during the year, please provide details.**
- 9. Details of all loans, mortgages, and finance contracts payable (i.e., balance at year end, interest rate, due date, payment terms, etc.).**
- 10. A listing of accounts payable at the year end. This should indicate what the amounts incurred are for including balances payable for payroll deductions and EHT.**
- 11. Application for GST/HST Public Service Bodies' Rebate and HST Self-Government Refund forms filed for the year.**
- 12. Correspondence with the Canada Revenue Agency during the year or any funding agency.**
- 13. Form T4 Summary and T4 Statement of Remuneration Paid and the reconciliation to the accounting records.**
- 14. Copies of all Board minutes.**
- 15. Copies of any legal correspondence.**
- 16. Copies of any amendments to governing documents.**