

**PHYSICIAN 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. Bank reconciliation at the year end, only if this is not done within the accounting software**
- 4. The listing of year end Accounts Receivable from the billing software. Please indicate any non-collectible receivables.**
- 5. Details of the funding model including the payment periods and date of payment.**
- 6. 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.**
- 7. Copies of all invoices for insurance premiums paid (i.e., office, vehicles, life, CMPA, etc.) and CMPA rebate information.**
- 8. Invoices for any new furniture, equipment and vehicles purchased during the year. If any equipment leases were started or bought out during the year, please provide details.**
- 9. Details of any expenses paid personally**
- 10. Details of all loans, mortgages, and finance contracts payable (i.e., balance at year end, interest rate, due date, payment terms, etc.)**
- 11. A listing of accounts payable at the year end. This should indicate what the amounts incurred are for including balances payable to the federal and provincial government for payroll deductions, EHT, and the corresponding statements.**
- 12. Form T4 Statement of Remuneration Paid, T4 slips and the reconciliation to the accounting records.**
- 13. All corporate tax assessment notices and instalments paid during the year, including notices regarding refunds received.**
- 14. Details of personal funds advanced to the company or any expenses paid personally on behalf of the company.**