

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 done outside the accounting software.**
- 4. A listing of Accounts Receivable at the yearend; please identify the accounts which may not be collected.**
- 5. Investment statements showing details of investments or securities traded during the year and a list of investments or securities held at the year end. Please include T- slips received for the year and include maturity date and interest rate for GICs.**
- 6. A list of inventory held at the year end with details of quantity held and unit cost.**
- 7. Invoices for insurance premiums paid (i.e., office, vehicles, life etc.).**
- 8. Business and property tax invoices paid during the year.**
- 9. All HST returns and WSIB statements paid during the year.**
- 10. 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.**
- 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 for payroll deductions, EHT, HST, and the corresponding statements.**
- 13. Form T4 Summary and T4 Statement of Remuneration Paid and reconciliation to the accounting records.**
- 14. All corporate tax assessment notices and instalments paid during the year, including notices regarding refunds received.**
- 15. Details of personal funds advanced to the company or any expenses paid personally on behalf of the company.**