

# CORPORATE YEAR END CHECKLIST

Name of company \_\_\_\_\_

Fiscal year end \_\_\_\_\_

New company—please provide Minute Book:

Information certificate: \_\_\_\_\_ Shareholder register \_\_\_\_\_

GST YES NO

GST number \_\_\_\_\_

Detail method YES NO

Quick method YES NO

Please provide copies of all GST returns filed and any correspondence from Canada Revenue Agency (ie. GST, Corporate and Payroll Notice of Assessments, etc.)

Accounting software: \_\_\_\_\_ or Manual records

Version: \_\_\_\_\_ Release: \_\_\_\_\_

Provide Accountant's Review on disk if using QuickBooks, or backup on disk if using Simply Accounting

Bank statement \_\_\_\_\_  
 Bank reconciliation \_\_\_\_\_  
 Listing of accounts receivable \_\_\_\_\_  
 Listing of accounts receivable to be written off \_\_\_\_\_  
 Listing of accounts Payable \_\_\_\_\_  
 Accounts payable not previously recorded \_\_\_\_\_

Use of home office:

Square footage of home	_____	Square footage of office	_____
Heat costs	_____	Utility costs	_____
Insurance	_____	Mortgage interest	_____
Property taxes	_____	Rent	_____
Home telephone	_____		

Automobile:

Value	_____	Date acquired	_____
Lease payments	_____	Owned by company	_____
Owned personally	_____	Loan interest	_____
Payment	_____	Business kms.	_____
Total kms. used in year	_____	Vehicle Allowance	_____
Exp paid by Shareholder	_____		

New vehicle - please provide copy of Bill of Sale, and Vehicle Loan Agreement or Lease Agreement