



**Small Business
Accounting Professionals**
One-Stop Small Business Solutions

Sr.Accountant: Tracy Alvares, CMA
Direct Line: (403) 269-7227
Assistant:
Direct Line:
Our File:
Your File:

Dear Madam or Sir,

In order to complete your year end financial statements and tax returns, please provide the information noted on the attached checklist. If there has been no activity in certain areas on the checklist, would you please mark "not applicable" or "none".

I appreciate the opportunity to be of service. If you have any questions or require additional information, please contact this office.

Sincerely,

Tracy Alvares, CMA

Small Business Accounting Professionals

Year End Checklist

Banking Information

- Bank reconciliation as of your year end which ties in the last balance on the bank statement with the balance showing in your ledger.
- Photocopies of your last month bank statements for all bank accounts.
- Bank statements, cancelled cheques, cheque stubs, and deposit books for the year if bookkeeping has not been completed.
- Bank statements, cancelled cheques, cheque stubs and deposit books for the month subsequent to your year end.
- Any stale dated cheques should be written off.
- List any cheques which were written and outstanding as of your year end date.
- List any undeposited receipts on hand as of your year end date
- Details of any loans or lines of credit through the bank. Please provide copies of any bank financing agreements.
- Please conduct a physical count of inventory on hand as of your year end. These items should be valued at your cost. Please provide details of any items that should be written off as unusable.

Work In Progress

- Advise us of any work that was completed or partially completed by year end, but has not been invoiced to your customers.

Capital Assets

- Details of any new equipment (over \$200.00) purchased during the year. Please include an items which have been leased during the year. We will need copies of any financing or lease agreements.
- Details of any assets disposed of during the year. Please provide the selling price, original cost, and year of original purchase for each asset sold.

Accounts Receivable/ Accounts Payable

- Listing of your aged Accounts Receivable outstanding as of year end with any items which may not be collectible indicated as such.
- Identify any accounts which have been sent to a collection agent or lawyer for collection.
- Listing of your aged Accounts Payable as of year end.
- Listing of security deposits collected from tenants.

Notes Receivable/Notes Payable

- Details of any loans made to individuals or corporations by your company.
- Details of any guarantees or other commitments your company may have provided and which are not recorded in the financial statements.
- Copies of new finance contracts, leases, loans or mortgages incurred in the year.

Sales

- Copies of all sales invoices for the year, if we are doing the bookkeeping.

Revenue

- Advise us of all revenue for your company.

Prepaid Expenses

- List any items such as insurance that are paid annually but cover more than fiscal year.

Shareholders Loan

- Analysis showing cash brought into the company or withdrawn, personal expenses paid by the business and business expenses paid personally.

Canada Revenue Agency

- Copies of any statements outlining corporate tax installments for the year.
- Provide details of any customs and duties which are in dispute.
- Photocopies of all GST statements for the year including any installment payments.
- Draft copy of the GST return for the last period of the year.
- Please advise if you would like us to prepare your GST return.
- Copies of T4's (Statement of Remuneration Paid), T4A's (Summary of Pension, Retirement Annuity and Other Income), and T5's (Statement of Investment Income) issued by the company.
- Copies of employee deduction remittance forms.
- Copies of correspondence, if any, from Canada Revenue Agency during the year.

Home Office

- Details of your home expenses such as utilities, mortgage interest or rent, property tax, maintenance, internet, and insurance in order to calculate the cost of your home office space.
- Please advise us of the size of your office and the size of your home if this is your 1st year with us or something has changed.

General

- Copy of your bookkeeping file on disk with the password if used. Printed copies of income statement, balance sheet and trial balance.
- Details of travel allowances paid to employees and travel expenses incurred during the year.
- Copies of expense reports prepared during the year.
- Ensure your petty cash is completely reimbursed as close to year end as possible.
- Copies of WCB statements for the year.
- Details of any lawsuits or other legal action that may be under way or pending.

- As part of the overall year end process, our firm likes to ensure that clients have reviewed their insurance coverage within the last year. Can you provide a summary of coverage against inventory, plant and equipment, vehicles, general and product liability, business interruption and fidelity.
- Minute book (if held at your solicitor's office, please have them courier it to me).
- If any records are missing, please provide estimates of missing amounts for REVENUE, EXPENSES and CAPITAL.
- Please provide an updated list of Executive Officers.
- Details of any transactions made with related companies.