

List of Items for Year-End Compilation

- Backup of Accounting System** (eg. Sage50 /Quickbooks /BusinessVision /Adagio /Accpac, etc.) data **OR** Journals maintained manually(eg. Cheque/ Disbursements journal, Sales journal, Payroll journal, etc.)
- Bank Statements** for the last month of the year (with reconciliation report if completed), as well as a copy of the Bank Statement for the 1st month of the following year. Cheques should be attached
- List of any **Undeposited Cash-on-hand** at the end of the year including *Float(s)*, and *Cash/cheques to deposit* (from Sales last day or so prior to year-end)
- Listing of **Trade Accounts Receivable** (printout from your accounting system where applicable) *with any notes made regarding items that need to be adjusted, doubtful, etc. If NO ADJUSTMENTS required, please indicate/confirm this on your printout.*
- Listing of **Inventory** with notes made re time/date of physical count. Inventory count should include value of inventory – please indicate if this is the “retail” or “cost” value.
- Copies of invoices, etc re **Prepaid Items**. These include
 - Insurance documents (invoices / statement of coverage / payment plans)
 - Municipal taxes
 - Workplace Health & Safety “Notice of Assessment” for current year and previous year, and any statements for the year.
- Copy of invoices for all ‘**Assets**’ purchased during the year (eg. new furniture/equipment, computer eq, vehicle, etc. – if new loan /lease for capital asset additions, please include copy of these documents. Also incl details re disposal of Assets during the year. (Copy of purchase/sale agreement and/or invoices)
- Listing of **Accounts Payable** (printout from your accounting system where applicable) *with any notes made regarding items that need to be adjusted, doubtful, etc. If NO ADJUSTMENTS required, please indicate/confirm this on your printout.*
- Copy of all **Payroll Source Deduction / Remittances** for the year.
- Copy of all **HST Returns/Remittances** and **Installments** for the year along with all support documents.
- Copy of all **Corporate Income Tax Assessments / correspondence from Canada Revenue Agency** including the Corporate Notice of Assessment received for the prior year corporate tax filing.
- Copy of **Loan / Lease documents** for any new Financing obtained during the year as well as repayment schedules if available. Include any “operating leases” added during the year.
- Shareholder Investment** details for the year.
- T4 Summary / Payroll Summaries** for the current year and prior year if fiscal year-end not Dec31.
- Documents re any wage subsidy and/or government assistance programs received.
- If first year of engagement*, copy of prior year Financial Statements & Corporate Tax Return (T2)