

### List of Items for Year-End Audit Engagement

- Backup of accounting electronic data file(s)**
- Signed copy of **audit engagement letter**
- Signed **bank confirmation**
- Bank Statements** for each month of the year (with reconciliation report if completed). Cheques should be attached.
- Bank Statement** for the 1<sup>st</sup> and 2<sup>nd</sup> month of the following year (with cheques 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 any other “**Deposits Receivable**” eg. credit card transactions, etc.
- Listing of **Trade Accounts Receivable** (printout from accounting software where applicable) *with any notes made regarding items that need to be adjusted, doubtful, etc.*
- Copies of invoices, etc re **Prepaid Items**. These include
  - o Insurance documents (invoices / statement of coverage / payment plans)
  - o Municipal taxes
  - o Workplace Health & Safety “Notice of Assessment” for current year & previous year, and all statements.
  - o Prepaid membership/other dues/fees
  - o Prepaid rent
- 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 fr electronic data file where applicable) with any notes made regarding items that need to be adjusted, doubtful, etc.
- Copy of any bank **Line of Credit** Statements for the year, if applicable
- Copy of **Credit Card Statements** for the year. Please indicate if used exclusively for business, or indicate which expenses are business related.
- Listing of **Wages Payable** or copy of first payroll in following year with indication of time/days to accrue.
- Copy of all **Payroll Source Deduction / Remittances** for the year.
- Copy of all **GST/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.
- T4 Summary / Payroll Summaries** for the current year and prior year if fiscal year end not Dec31.
- Documents re any wage subsidy and/or gov. assistance programs received.
- For “Not for Profit” Organization:
  - o Copy of all **funding Contracts** written during the year
  - o Copy of All **Board meeting minutes** for the year.
  - o Approved **budget(s)** where applicable

**For the Audit Testing** (if on-site testing is required, please have these available for our review)

- Sales Invoices, cash receipts and bank deposits
- Vendor Invoices including receipts for purchases for direct debit to the bank
- Copies of all External Payroll Records, if applicable (eg. Ceridian, ADP)

**If this is our first year of auditing your organization:**

- Copy of **Prior year Financial Statements** and supporting documentation from previous auditor including:
  - o Trial balance that corresponds with the financial statements and/or grouping schedule
- Copy of **Prior year Income Tax Return** filed (including all schedules)
- Copy of **Management Letter for prior year** as accepted by the Board
- Signed “**Consent**” for Canada Revenue Agency
- Signed “**authorization letter**”