

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 1st and 2nd 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
 - Insurance documents (invoices / statement of coverage / payment plans)
 - Municipal taxes
 - Workplace Health & Safety “Notice of Assessment” for current year & previous year, and all statements.
 - Prepaid membership/other dues/fees
 - 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 from 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:
 - Copy of all **funding Contracts** written during the year
 - Copy of All **Board meeting minutes** for the year.
 - 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:
 - 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**”