Corporate Year End Check List

The following year-end checklist has been compiled to assist you in preparing your records for us to complete your Financial Statements and/or Tax Returns. Items listed below may be unrelated to your business, therefore, simply use this list as a guideline to help you determine what to forward to our office. In addition, please feel free to add any items that may be specific to your business that are not included on this list. If we have prepared your financial records for the year, use this list to confirm we have everything we need.

1 - Manual Accounting Records
- Cash Receipts
- Cash Disbursements
- Payroll ledger
- Detailed General Ledger
- Year End Trial Balance (with account numbers)

2 - Computerized Accounting Records (USB, software and version used, user name/password)

3 - Bank Reconciliations, Bank Statements for the year end.

4 - HST Return(s) for the period

5 - WCB Return(s) for the period

6 - EHT Return(s) for the period

7 - T4's and T4 Summary for the Year

8 - Source Deduction Remittance Forms for the Period

9 - Details of Existing and New Loan/Line of Credit Arrangements
- Statements of Account
- Original Loan Document

10- Investment Statements for the Period

11 - Corporate Tax Assessments/Statement of Account

12 - Copies of all Invoices Related to Capital Asset Additions

13 - Inventory Listing at year end

14 - Copies of Previous Period’s Corporation Tax Returns only if we did not prepare the prior period Tax Returns.

15 - Copies of Articles of Incorporation, Share Register, Minutes of Shareholder, Shareholder Agreements, Bank Agreements and Covenants.

Prepared by The Bottom Line, November 2017