

**McClurkin Ahier & Company LLP**  
**CHARITY YEAR END CHECKLIST**

1. Backup copy of your computerized accounting records on disk. Indicate what software and version you are using and the password if any.
2. Income and disbursements journal or cheque register for the year end, ensuring that it is totalled and balanced for each month, if applicable.
3. Year end bank statements and bank reconciliations.
4. A listing of amounts owing to the charity at the year end; please identify the accounts which may not be collected or are owing from affiliated organizations.
5. Details of investments and securities traded during the year and a list of investments or securities held at the year end.
6. A list of inventory held at the year end.
7. Copies of all invoices for insurance premiums paid (i.e. office, vehicles, life etc.) and property tax invoices paid during the year.
8. Invoices for any new furniture, equipment and vehicle purchases during the year. If any equipment leases were started or bought out during the year, please provide details.
9. Details of all loans, mortgages and finance contracts payable (i.e. balance at year end, interest rate, due date, payment terms etc.)
10. A listing of accounts payable at the year end. This should indicate what the amounts incurred are for including balances payable to the federal and provincial government for payroll deductions and E.H.T.
11. Copies of the Application for GST/HST Public Service Bodies' Rebate and GST Self-Government Refund forms filed for the year.
12. Copies of all correspondence with the Canada Revenue Agency during the year including the prior years' Form T3010B if not previously forwarded to us.
13. If you require us to complete the Form T3010B, the Registered Charity Information Return, we require the following:
  - The Registered Charity Basic Information sheet that you received with your filing package from the Canada Revenue Agency.
  - The home address, date of birth, telephone number and position in the charity for each director, officer or trustee. In addition, details of transactions during the year with these officials.
14. Copies of duplicate donation receipts, donation listing and the donation reconciliation to issued slips and accounting records.
15. Copies of the Form T4 Statement of Remuneration Paid and the reconciliation to the accounting records.
16. Copies of all Board minutes.
17. Copies of any legal correspondence.
18. Copies of any amendments to governing documents.