

McClurkin Ahier & Company LLP
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 using a manual system.
3. Bank statements for the year and the month following.
4. Copy of the bank reconciliation at the year end.
5. A listing of Accounts Receivable at the year end; please identify the accounts which may not be collected.
6. Details of investments and securities traded during the year and a list of investments or securities held at the year end and any T5 or T3 slips received.
7. A list of inventory held at the year end.
8. Copies of all invoices for insurance premiums paid (e.g. office, vehicles, life etc.).
9. Copies of business and property tax invoices paid during the year.
10. Copies of all HST and W.S.I.B. invoices paid during the year.
11. Invoices for any new furniture, equipment and vehicles purchases during the year. If any equipment leases were started or bought out during the year, please provide details.
12. Details of all loans, mortgages and finance contracts payable (e.g. balance at year end, interest rate, due date, payment terms etc.).
13. A listing of accounts payable at the year end. This should indicate details of what the amounts are for. Include balances payable to the federal and provincial government for payroll deductions, E.H.T , H.S.T., and the corresponding statements.
14. Copies of the Form T4 Statement of Remuneration Paid and a reconciliation to the accounting records.
15. Copies of all corporate tax assessment notices and instalments paid during the year, including notices regarding refunds received.
16. Details of personal funds advanced to the company or any expenses paid personally on behalf of the company.