

## YEAR END CHECKLIST

- ☐ Backup copy of your computerized accounting records. (i.e. bookkeeping software or spreadsheets). Indicate what software and version you are using and the username/password, if any.
- ☐ Bank statements and credit card statements for the year and the month following.
- ☐ Bank reconciliation at the year-end, only if done outside the accounting software.
- ☐ A listing of Accounts Receivable at the year-end; please identify the accounts which may not be collected.
- ☐ Details of any loans receivable (i.e. balance at year-end, interest rate, repayment terms).
- ☐ Investment statements showing details of investments or securities traded during the year and a list of investments or securities held at the year-end. Please include T- slips received for the year and include maturity date and interest rate for GICs. If you have an investment advisor, please provide their contact information.
- ☐ Details of any private investments (i.e. number & type of shares held, ownership percentage)
- ☐ A list of inventories held at the year-end with details of quantity held and unit cost.
- ☐ A listing of prepaid expenses at year-end.
- ☐ Invoices for insurance premiums paid (i.e. office, vehicles, life etc.).
- ☐ Business and property tax invoices paid during the year.
- ☐ All HST returns and WSIB statements paid during the year.
- ☐ Invoices for any new furniture, equipment and vehicles purchased during the year. If any equipment leases were started or bought out during the year, please provide details.
- ☐ Details of all loans, mortgages, and finance contracts payable (i.e. balance at year-end, interest rate, due date, payment terms, etc.). Please provide a copy of the agreements for any new loans.

- ☐ A listing of accounts payable at the year-end. This should indicate details of what the amounts are for. Include balances payable for payroll deductions, EHT, HST, and the corresponding statements.
- ☐ Listing of accrued liabilities at the year-end.
- ☐ Form T4 Summary and T4 Statement of Remuneration Paid and reconciliation to the accounting records.
- ☐ All corporate tax assessment notices and instalments paid during the year, including notices regarding refunds received.
- ☐ Details of personal funds advanced to the company or any expenses paid personally on behalf of the company.
- ☐ Copies of invoices for any legal fees paid in the year.
- ☐ Details of any foreign assets held.
- ☐ Details of eligible apprentices or co-op students employed in the year.