

## NON-PROFIT 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 reconciliations for all months, only if not done within the accounting software.
- ☐ A listing of amounts owing to the organization at the year-end; please identify the accounts which may not be collected or are owing from affiliated organizations.
- ☐ Details of any loans receivable (i.e. balance at year-end, interest rate, repayment terms).
- ☐ Investment statement showing details of investments and securities traded during the year and a list of investments or securities held at the year-end. Include maturity date and interest rate for GICs.
- ☐ A listing of prepaid expenses at year-end.
- ☐ A list of inventories held at the year-end with details on quantity held and unit cost.
- ☐ Copies of all invoices for insurance premiums paid (i.e. office, vehicles, life, etc.) and property tax invoices paid during the year.
- ☐ Invoices for any new furniture, equipment and vehicle 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 agreement if the loan is new.
- ☐ 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 EHT.
- ☐ Listing of accrued liabilities at the year-end.

- ☐ Copies of all correspondence with the Canada Revenue Agency during the year.
- ☐ Copies of the Application for GST/HST Public Service Bodies' Rebate and GST Self-Government Refund forms filed for the year.
- ☐ Copies of the Form T4 Summary and T4 Statement of Remuneration Paid and the reconciliation to the accounting records.
- ☐ Letters or documentation relating to any grants received during the year.
- ☐ Copies of all Board minutes.
- ☐ Monthly statements for employee benefits.
- ☐ Copies of any legal correspondence.
- ☐ Copies of any amendments to governing documents
- ☐ For registered charities:
- ☐ Copy of prior years' Form T3010 if not previously forwarded to us.
- ☐ If you require us to complete the Form T3010, the Registered Charity Information Return, we require the following:
  - For each director, officer or trustee: home address, date of birth, telephone number, position in the charity, start date in position, end date if departed in year. Whether any of the directors are not at arm's length with each other (i.e. are related). In addition, details of transactions during the year with these officials.
  - Listing of donations received from other registered charities.
  - Listing of amounts donated to other registered charities.
  - Number of full-time employees, number of part-time employees, total expenditure on compensation for part-time employees.
  - Details of any foreign activities by country.