

MAC LLP
FARM YEAR END CHECKLIST

1. Backup copy of your computerized accounting records. Indicate what software and version you are using and the password if any.
2. Bank statements for the year and the month following.
3. Copy of bank reconciliation at the year end.
4. A listing of accounts receivable at the year end such as livestock and crops sold but payment not received; please identify the accounts which may not be collected.
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 including livestock by category i.e. cows, heifers, bulls, calves, sows, boars, wiener, fats, etc, crops both in the bin, in the field or held by third parties and farm inputs such as fertilizer, seed, sprays, fuel, etc.
7. Copies of all invoices for insurance premiums paid (i.e. crop, storm and fire, office, vehicles, life, etc.)
8. Copies of business and property tax invoices paid during the year.
9. Copies of all WSIB invoices paid during the year.
10. 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 on disposals of equipment and vehicles including proceeds received.
11. Details of all loans, mortgages and finance contracts payable (i.e. balance at year end, interest rate, due date, payment terms, etc.)
12. 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, EHT, HST, and the corresponding statements.
13. Copies on of the Form T4 Summary and T4 Statement of Remuneration Paid and the reconciliation to the accounting records.
14. Copies of all documentation received from the CAIS program such as DONs, etc.
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.