

Year End Corporate Information Checklist:

Name of Corporation: _____

Year End: _____

Please next to any applicable item.

- Computer accounting data if applicable.
- Bank Statements and cancelled cheques for entire year for all bank accounts
- Listing of accounts receivable at year end (if not included in computer accounting records)
- Listing of amounts receivable in which collection is doubtful (if any)
- Details relating to any insurance amounts receivable at year end (if applicable)
- Year end inventory listing, quantities & costs (if applicable)
- Confirmation and information relating to any investments held during year.
- Copies of any insurance policies in company name during year
- Invoice for any asset addition in excess of \$400 during year (if applicable)
- Details relating to sale or disposition (damaged etc.) of any company assets during year (if any)
- Listing of accounts payable at year end (if not included in computer accounting records)
- GST, PST , HST remittance forms for entire year
- Payroll remittance slips for entire year and amounts payable at year end
- WCB remittance forms for entire year and amounts payable at year end
- Corporate Tax remittance forms for year and confirmation of amount of any prepaid tax at year end
- Statements from Canada Revenue Agency showing any other balances due at year end date (if applicable)
- Company credit card statements for year, including year end balance payable and/or listing of company expenses paid on owners personal credit card that have not been repaid or recorded by company
- Confirmation of any bank loan amounts payable at year end (if applicable)
- Details relating to any shareholder investments or loans to the company during year (if applicable)
- Details relating to any change in company share structure during year (if applicable)
- Details relating to home office expenses (rent, mortgage interest, insurance, utilities, property tax, repairs etc.) for year
- Information regarding business use of personal vehicle (%) and related totals for gas, insurance, repairs, loan interest etc. for year for the vehicle used.
- Information relating to any legal claims for or against the company during the year or at year end. (if applicable)

Please note that the above is a general checklist and may require further explanation in some cases. Please feel free to call my office anytime at (604) 576-4530, should you have any questions or require any clarification.