

Company Name: _____

Yearend: _____, 20__

PRELIMINARY FINANCIAL REPORTS:

- 1. Copy of accounting entries (USB stick, email attachment)
- 2. Preliminary Trial Balance, Balance Sheet and Income Statement from accounting program

BANKING INFORMATION:

- 3. Bank statements for year and for following month
- 4. Bank reconciliations as at last day in fiscal year
- 5. Documentation of any debt and/or credit card statements
- 6. Credit card reconciliation as at last day in fiscal year

WORKING CAPITAL ACCOUNTS:

- 7. Details of any cash accounts at year end
- 8. Aged Accounts Receivable – identify any potential bad debt accounts
- 9. Aged Accounts Payable – identify any amount that will not be paid
- 10. Inventory or WIP balance at year end
- 11. Details of any prepaid expenses at year end
- 12. Details of any unearned revenue / customer deposits at year end
- 13. All GST/HST remittance statements for the year
- 14. Copy of T4 Summary as filed and amount of payroll deductions from last month of year
- 15. Federal and Provincial Notices of Assessment for the prior year end
- 16. Most recent federal and provincial statement of accounts (if made installment payments)

OTHER:

- 17. Copies of any documentation for fixed asset additions in the year
- 18. Details of Shareholder Loan transactions for the year
- 19. Amount of bonus payable &/or dividends declared/paid
- 20. Copy of T5 Summary as filed for calendar year
- 21. Details of related party account transactions
- 22. Any changes to share structure, officers, directors, etc.

23. If deducting Business Use of Home: office area ____ / total square feet ____
- a. mortgage interest or rent \$ _____
 - b. property taxes \$ _____
 - c. heat \$ _____
 - d. hydro \$ _____
 - e. insurance \$ _____
24. Vehicle information:
- a. company owned – yes / no
 - b. vehicle year and make _____
 - c. business use KMs _____ / total KMs _____
 - d. expenses:
 - i. gas \$ _____
 - ii. insurance \$ _____
 - iii. repairs \$ _____
 - iv. parking/407ETR \$ _____
 - v. interest or lease \$ _____

NEW CLIENTS ONLY

25. Articles of Incorporation.....
26. Complete copy of corporate return and related Financial Statements for prior fiscal year
27. Shareholders Agreement & SIN #'s
28. Information on related corporations.....