

## **Corporate Year End Checklist**

Business Name:	Year end date
Has the address changed? □ Y □ N New Address:	
Accounting software used:	Version:
General ledger printout General ledger diskette	Password:
☐ Trial balance, Balance sheet and income statement ☐ Check register / synoptic ☐ Sales journal ☐ Reals statements for the year and first month following	Detailed / summarized  Detailed / summarized
<ul> <li>□ Bank statements for the year and first month following</li> <li>□ Cheque stubs</li> <li>□ Deposit books</li> <li>□ Bank reconciliations as of</li> <li>□ Aged account receivable listing</li> <li>□ Doubtful accounts listing</li> </ul>	y (morade cancelled cheques)
☐ Inventory listing ☐ Summary of prepaid expenses ☐ Copies of insurance policies	
<ul> <li>☐ Aged account payable listing</li> <li>☐ PST returns</li> <li>☐ WCB returns</li> <li>☐ Payroll information including T4's and T4 summary</li> </ul>	
<ul> <li>□ PD7A returns (showing payment of employee taxes)</li> <li>□ HST returns</li> <li>□ Corporate tax installments</li> <li>□ Prior year corporate notice of assessment</li> </ul>	
☐ Invoices for capital assets purchased during the year ☐ Details of capital assets disposed during the year ☐ Lease / purchase documents for new vehicle	
<ul> <li>New loan / mortgage / finance agreement</li> <li>☐ Annual report</li> <li>☐ Sales Income</li> <li>☐ Expenses vouchers</li> </ul>	