Empire^{CPA}

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   Detailed / summarized

☐ Sales journal   Detailed / summarized

☐ Bank statements for the year and first month following (include cancelled cheques)

☐ Cheque stubs

☐ Deposit books

☐ Bank reconciliations as of   _____

☐ Aged account receivable listing

☐ Doubtful accounts listing

☐ Inventory listing

☐ Summary of prepaid expenses

☐ Copies of insurance policies

☐ Aged account payable listing

☐ PST returns

☐ WCB returns

☐ Payroll information including T4's and T4 summary

☐ PD7A returns (showing payment of employee taxes)

☐ HST returns

☐ Corporate tax installments

☐ Prior year corporate notice of assessment

☐ Invoices for capital assets purchased during the year

☐ Details of capital assets disposed during the year

☐ Lease / purchase documents for new vehicle

☐ New loan / mortgage / finance agreement

☐ Annual report

☐ Sales Income

☐ Expenses vouchers