

LIST OF DOCUMENTS AND INFORMATION NEEDED TO PREPARE YOUR ANNUAL FINANCIAL STATEMENTS AND TAX RETURNS

CORPORATE YEAR END

In connection with the preparation of the financial statements as at the above date, please arrange to provide us with the following records and information that may be applicable:

1. Trial balance as of year end date.
2. General ledger for the year end date.
3. All bank statements, returned cheques, deposit books and cheque stubs.
4. Cash receipts books and disbursement book.
5. List of accounts receivable at year end date.
6. List of your inventory at year end showing quantities and cost prices.
7. Details of any work-in-progress at year end date.
8. Finance contracts for any automobiles or equipment purchased on extended payments. We also require the original purchase invoice or document.
9. Please retain any statements received from suppliers, dated at the date of your year end and give them to us.
10. Expenses not entered in your payables ledger at year end and not paid at year end, such as hydro, office expenses, telephone, etc.
11. List of unpaid suppliers invoices (payables) at January year end date.
12. Insurance policies.
13. Lease for the rental of your business premises, any automobiles or other equipment.
14. Company minute book.

15. The bank statement for the month following the end of your fiscal year. This will normally arrive about six weeks after your year end. Please mail to us when you receive it, if you cannot include it with the general papers for the year end.

16. Paid invoices for expenses and goods for resale will need to be examined. Please ensure that they are available to us.

17. The following statements for your fiscal year where applicable:

- Investment statements
- Customer invoices
- Vendor bills
- Credit card statements
- Line of credit statements
- Federal Deductions at Source payroll statements
- Quebec Deductions at Source payroll statements
- PST statements
- GST/QST (Quebec) statements
- WSIB/CSST (Quebec) statements
- EHT statements
- T4/RL-1 (Quebec) Summary
- Payroll ledger
- Federal corporate tax account statements
- Federal corporate tax assessments and reassessments
- Mortgage statements
- Loan statements
- New loan agreements