



CORPORATE YEAR-END CHECKLIST

Name of Company: _____

Address: _____

Telephone # _____ Email Address: _____

Fiscal Year-End: _____

New Company – Please provide Minute Book.

Incorporation Certificate: _____ Shareholder Register: _____

GST (circle): Yes No Detail Method: Yes No

GST Number: _____ Quick Method: Yes No

Please provide copies of **all GST returns filed** and **any correspondence from Revenue Canada** (ie GST, Corporate and Payroll Notice of Assessments, etc.)

Accounting Software: _____ or Manual Records: _____

Version _____ Release: _____ Password: _____

Provide **Accountant's Review** on disc if using QuickBooks, or **backup** on disc if using Simply Accounting.

Bank Statement	_____
Bank Reconciliation	_____
Line of Credit <u>and/or</u> Loan Statement	_____
Credit Card Statement (if used for corporate expenses)	_____
Listing of Accounts Receivable	_____
Accounts Receivable to be written off	_____
Listing of Accounts Payable	_____
Accounts Payable not previously recorded	_____

Business Expenses:

Publications	_____	Long Distance	_____
Internet	_____	Cell Phone	_____

Use of Home Office:

Square footage of home	_____	Square footage of office	_____
Heat costs	_____	Utility costs	_____
Insurance	_____	Mortgage interest	_____
Property taxes	_____	Rent	_____
Home Telephone	_____		

Automobile:

Value	_____	Date acquired	_____
Leased or Owned? (Circle)		Owned/Leased by Company? Yes No	
Lease Payments	_____	(or) Loan <u>Interest</u>	_____
Business Kilometers	_____	Vehicle Allowance	_____
Total Kilometers driven	_____	Expenses paid by Shareholder	_____

New Vehicle – please provide copy of Bill of Sale and Vehicle Loan Agreement or Lease Agreement.