



YEAR END DOCUMENT CHECKLIST

For the current year please provide the following, if applicable:

If you use a third-party bookkeeping software:

- Electronic copy of bookkeeping data and username and password where appropriate. If you use QuickBooks Online, please add me as the accountant.
- Trial balance.
- General ledger.
- Year-end bank statements and reconciliations for all bank account and credit cards.

If you do not use a third-party bookkeeping software:

- Please do a write up of the bank transactions for the year. If you have more than one bank account or have credit cards, I will need a write up completed for all bank accounts and credit cards in the business name. If you need a template for this, please send me an email to request this.
- For any bank accounts and credit cards, I need the statements showing the balance at the year-end date which should agree to the excel documents noted in the previous item.

Regardless of accounting software program used, I need these items, if applicable:

- Copy of investment sales and purchases (or supply all statements for the year) and income tax slips received.
- Summary of invoices prepared after year-end for work done before year-end (accounts receivable summary).
- Summary of any payments made after year-end for items purchased before year-end (accounts payable summary).
- Inventory listing and method of valuing (cost or retail – if retail please indicate the markup rate).
- Worksheet indicating how prepaid expenses have been calculated.
- Detail of property, plant and equipment bought, sold or traded and any related loans.
- Remittance forms, from the month after year-end to support year-end values for GST, WCB and source deductions.
- Any correspondence received during the year from CRA or Alberta Government.
- Notice of Assessment for the previous year from the Alberta Government if applicable.
- Details of any shareholder transactions/drawings. If you take a salary, please provide these details.
- Details of any changes in share ownership or directors.
- Loan statements at year-end (from bank).
- Details of any new loans (or amended loans) including security and terms (a copy of the banking agreement).
- Details of dividends paid or received.
- Details of the professional fees expense.



- Details of the lease expense (and copies of any new leases).
- Legal correspondence regarding any outstanding lawsuits.
- Details of anything large or unusual items for the period (for example, share structure changes would be a unusual item).
- Receipts for business expenses paid by you personally, if you do pay a significant amount of expenses personally, please do a summary in excel of these expenses.
- Cost of using your home as an office (if no business office). If you need a template for this, please send me an email to request this.

If you have any further questions related to this, please feel free to reach out and contact Michelle Arnason directly at (403) 437-9717