



## Corporate Year End Checklist

Business Name: \_\_\_\_\_ Year end date \_\_\_\_\_

Has the address changed?  Y  N New Address: \_\_\_\_\_

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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