

CORPORATE YEAR-END CHECKLIST

Name of Company _____ Address _____

Telephone # _____ Email Address _____ Fiscal Year-End _____

Number of web-pages and/or websites used for business generation _____ Percentage of revenue generated _____

List of addresses for above _____

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 and/or 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 _____

Use of Home Office:

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

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.