



AMANDA UPSHALL, CPA CGA
CHARTERED PROFESSIONAL ACCOUNTANT
Accounting & Tax Services

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Corporate Year End Checklist

- Copies of Bank Statements for the last month of the year as well as the first month of the following year (If no reconciliations are prepared, Bank Statements for the entire year)
- Cheque stubs or deposit slips
- Record of any un-deposited cash-on-hand at year-end
- List of Accounts Receivable
- Copies of all insurance policies and invoices
- Life insurance policies, invoices and Cash Surrender Value
- All Property Tax Invoices
- WHSCC Statements and invoices
- All Payroll Remittance Statements & backup for calculations
- Payroll Register
- All HST returns and assessments
- All Fixed Asset addition invoices and disposal invoices
- List of Accounts payable including dates and subsequent payments
- All Credit Card and Line of Credit Statements
- All loan documents
- Corporate Tax Notice of Assessment from prior year
- Copies of any new business contracts
- Ensure all invoices/receipts/sales are organized by month
- Back up of Accounting System
- Complete list of inventory (Including price of items and date of inventory)
- Any documents in regards to wage subsidy/government assistance plan received