

YEAR END CHECKLIST

- Prior year documents – Financial Statements, Income tax return
- Incorporation date and year end date
- All invoices, receipts, deposit slips for 12 month period
- 13 months of bank statements (12 for the fiscal year and one subsequent month), with the processed cheques attached
- Credit card statements for the 12 month period
- Invoice for any asset purchased or lease signed
- Inventory on hand balance at year end
- Excel spreadsheet (if bookkeeping is completed)
- All the assessments form received from CRA for GST, payroll remittance, and income tax
- Payroll records (if applicable)
- Total km used in year:
- Total km used for business purposes:

If home office is used:

- Total square footage of home _____
- Sq footage used for office _____
- Total yearly utility bills _____
- Total yearly heating cost _____
- House/contents insurance _____
- Mortgage Interest _____
- Property Taxes _____
- Rent _____
- Home telephone _____

Please provide explanation or documentation if any of the following apply:

- Change in shareholders
- Unusual transactions that occurred in the year
- Any legal claims that exist
- Change in address or contact information
- Loan agreements