

**ORGANIZATION NAME** \_\_\_\_\_

**YEAR END DATE:** \_\_\_\_\_ **CONTACT** \_\_\_\_\_

**HAS THERE BEEN A CHANGE?**

PHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_ FAX \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

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**COMPUTER DISKETTE OR SYNOPTIC JOURNAL**

ACCOUNTING PACKAGE \_\_\_\_\_ VERSION \_\_\_\_\_ PASSWORD \_\_\_\_\_

-Trial Balance, Balance Sheet, Income Statement \_\_\_\_\_

-Cash \_\_\_\_\_

-Bank Statement & Bank Reconciliations for year-end month (all bank accounts)

-Investments

\*Include monthly broker statements for all accounts

\*Include T3, T5 slips

-Accounts Receivable

\*Include aged accounts receivable listing

\*include identification of those accounts that are bad debts

-Inventory

\*Inventory listing at year end date valued at cost

-Property and Equipment

\*Include invoices for capital assets >\$2500.00

\*Details of property & equipment sold or traded in the year

\*Copy of all equipment and auto lease arrangements

-Accounts Payable

\*Include aged accounts payable listing

\*Include copy of source deductions statement

**-GST**

\*Include copies of all GST returns filed for the entire year

**-Income Taxes**

\*Include copies of Notices of Assessment from Ab or Fed governments

**-Debt**

\*Include copy of statement showing balance owing at fiscal year end

\*Include copy of all loan agreements in effect at year end

**-Shareholders Loan**

\*General Ledger detail showing draws and contributions for year

**-Payroll**

\*Include payroll records for owner/manager and family

**-Expenses**

\*Include breakdown of miscellaneous expenses, meals, entertainment

**-General**

\*have there been any significant changes in your corporate minute book

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