

In order to prepare your year-end in a timely fashion, we request that you gather the following information and forward it to our office as soon as possible. Thank you.

Notice to Reader

- The final bank statement as at the year-end date
- The first month bank statement following year-end
- All GST returns filed during the year
- Any statements that you have received from Canada Customs Revenue Agency (CRA)
- Invoices for capital assets acquired during the fiscal year-end / bill of sale for assets sold
- A loan statement for all loans outstanding at year-end
- A copy of the total source deductions paid as at the year-end date
- All investment statements if applicable
- Any amounts in the accounts receivable balance that are deemed uncollectable

If you are using accounting software

- A copy of the trial balance
- A complete detailed general ledger (exported into excel if applicable)
- A bank reconciliation if prepared
- An aged accounts receivable listing
- An aged accounts payable listing
- Computer backup copy of file

If you are NOT using accounting software

- Bank statements and deposit books for all bank accounts for all months within your fiscal year
- A listing of cash expenses paid

If you have any questions regarding the information that has been requested, please feel free to contact us at any time.