

Corporate Checklist – Audit Engagement

Bookkeeping such as:

- Backup copy of QuickBooks or Sage50
- Username and password for accounting software
- General ledger and trial balance (if not providing software backup)
- Synoptic (manual bookkeeping) for fiscal year end

Documentation such as:

- Bank statements for the fiscal year
- Bank statement for the first month following the fiscal year end
- Bank reconciliations for the fiscal year
- Cheque stubs and deposit slips for the fiscal year
- Cheque stubs and deposits slips for the first month following the fiscal year end
- All purchase invoices paid in the fiscal year
- Purchases invoices paid in the first month following the fiscal year end
- Sales invoices for the fiscal year
- Accounts receivable listing at year end
- List of any doubtful accounts receivable
- Inventory listing at year end
- Copy of invoices for assets purchased throughout the fiscal year
- Accounts payable listing at year end
- Copies of GST returns for the fiscal year
- Copies of corporate tax notice of assessments (provincial and federal)
- Copy of T4 Summary
- Copy of insurance policy for the year
- Copy of property tax assessment for the year
- Copy of any loan statements or line of credit statements for the year
- Copies of any new lease or loan agreements entered into since last year end
- List of any corporate expenditures that were paid personally and accompanying receipts
- List of next year's cheques and deposits to date
- Copies of any major contracts/agreements for service/franchise agreements, grant funding, donations
- Minutes from board and committee meetings from last year end to current