

Corporate Checklist – Review 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:

- Year end bank statement (if possible, provide bank statements for the entire fiscal year)
- Year end bank reconciliation
- Accounts receivable listing at year end
- List of any doubtful accounts receivable at year end
- 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 any loan statements or line of credit statements at year end
- List of any corporate expenditures that were paid personally
- Copies of any new lease or loan agreements entered into since last year end
- Copy of insurance policy for the year
- Copy of property tax assessment for the year
- Copy of T4 Summary
- Minutes from board and committee meetings (if applicable)