

YEAR END CHECKLIST

1. Bank Statement(s)
 - a. Bank statements for all bank accounts and trust accounts
 - b. Bank reconciliations for all bank accounts and trust accounts

2. Accounts Receivable
 - a. A list of amounts receivable as at year end (amounts for work done and billed prior to year end but not yet received)
 - b. A list of any amounts included above that are deemed non-collectible

3. Prepaid Expenses
 - a. A list of expenses paid for before year end that pertain to the next fiscal year in whole or in part. For example: insurance, property taxes, etc.

4. Loans or Notes Receivable
 - a. List of loans / notes receivable
 - b. Copies of loan agreements / notes payable including amounts, interest, payment amounts and frequency and term of loan.

5. Property and equipment
 - a. Invoices for any purchases of buildings, equipment, furniture, leaseholds, etc. over \$5K.
 - b. Invoices for any repairs and maintenance expenses over \$5000
Explanation of any repairs and maintenance over \$2k

6. Payables
 - a. WCB remittances
 - b. 2022 T4s and T4 Summary
 - c. List of amounts payable (expenses incurred in the year but not yet paid for) – or provide invoices as requested under the Income and Expense list
 - d. Credit card statements for the year for cards used for business purposes.

7. Debt
 - a. Loan statement(s) for last month in the fiscal year (CEBA Loan and any other)
 - b. Copies of all loan agreements including amounts, interest, payment amounts and frequency and term of loan.
 - c. Subordination Agreement (if any changes to the prior agreement)

8. Related Party(ies) –
 - a. A list of companies that any shareholder of the company has you an ownership interest: including name of company, % ownership, business number and fiscal year end. A copy of the T2 Jacket, T2 S7, S9 and S23 would be ideal.
 - b. Summary of transactions between the related party and your company(ies) including balances at year end.

Note the above is only required if we are not preparing the year end for the related party(ies)

9. Income and Expenses
 - a. Copies of invoices for large or unusual items
 - b. Copy(ies) of any rental or lease agreements, including real estate/property and equipment
 - c. A break down of home office (if applicable): sq ft of space used for business and total sq ft of home
 - d. Motor vehicle mileage log showing km driven for business purposes for each vehicle used in the business
 - e. A description/explanation for any significant variances from prior year

10. Other – please include up to today
 - a. Any changes to management, ownership or operations in the past year?
 - b. Any major issues: lawsuits, insurance claims, fraud?
 - c. Any major new contracts or leases: equipment, office space, professional contracts for revenue or expenses?
 - d. New funding / loan agreements?
 - e. Any other information we should know?
 - f. Any new locations or changes in the franchise fees/agreement?

11. Listing of all trades done during the year – we will use this to pick our sample from

12. General Ledger (details of transactions for the fiscal year)

13. Trial Balance as at fiscal year end

14. First Year Engagement
 - a. Copies of incorporation documents:
 - i. Incorporation Certificate
 - ii. Share Registry
 - iii. Notice of Articles
 - iv. Shareholder / Incorporation Agreement
 - v. Copy of prior year financials statements, trust report and T2 income tax return