Year-End Document Checklist

Everything your accountant needs, in the order they will ask for it

EVER**STONE** | CPA

From the bank

- [ ] Bank statements for every account, covering the full fiscal year
- [ ] Credit card statements for every card used for business
- [ ] Year-end statement for any loan or line of credit, showing the closing balance
- [ ] Loan agreements for anything new during the year
- [ ] Merchant processor statements (Square, Stripe, Moneris) if you take card payments

From your books

- [ ] Trial balance, or access to the accounting file
- [ ] Bank reconciliation for every account as at year-end
- [ ] Accounts receivable listing at year-end, with anything you consider uncollectible flagged
- [ ] Accounts payable listing at year-end
- [ ] A note of any personal expenses paid from the business account, and any business expenses paid personally

From payroll

- [ ] T4 and T4A summaries filed for the calendar year
- [ ] Payroll register for the fiscal year
- [ ] Final source-deduction remittance confirmation, and any CRA notices about payroll
- [ ] Records of taxable benefits — vehicles, insurance, allowances
- [ ] WorkSafeBC or provincial workers' compensation statements — if you have employees

From the CRA

- [ ] Notice of Assessment for the prior year
- [ ] Statement of account for corporate tax, GST/HST and payroll
- [ ] Any correspondence received during the year, including anything you did not action
- [ ] Instalment payments made, with dates and amounts

Assets and liabilities

- [ ] Invoices for anything purchased over $1,000 that will last more than a year
- [ ] Disposal or trade-in paperwork for anything sold or scrapped
- [ ] Lease agreements — premises, vehicles, equipment
- [ ] Inventory count at year-end, with the basis used to value it — if you carry inventory

Corporate records

- [ ] Minute book, if anything changed — directors, shares, addresses
- [ ] Shareholder loan movements: what you took out, what you put in, with dates
- [ ] Dividends declared, with the resolutions
- [ ] Any new agreements signed during the year that commit the company to something

> **Worth knowing.** Two things people forget every year: the December bank statement, which often is not available until January, and personal expenses that ran through the business account. Both are easier to deal with now than in a query letter three weeks from now.