

CORPORATE YEAR-END PREPARATION CHECKLIST
(Annual Compliance & Planning Review)

Corporate Information		Remarks	Financial Records		Remarks
Confirm Legal corporate name	<input type="text"/>		Year-end Trial Balance	<input type="text"/>	
Confirm Fiscal year-end date	<input type="text"/>		Year-end General Ledger	<input type="text"/>	
Any change in directors?	<input type="text"/>		Bank Statements (all a/c - PDF or CSV)	<input type="text"/>	
Any change in shareholders?	<input type="text"/>		Bank Reconciliations (completed)	<input type="text"/>	
Revenue & Other Income			Credit Card Statements (PDF or CSV)	<input type="text"/>	
Government grants / subsidies	<input type="text"/>		Capital Assets Invoices (if acquired)	<input type="text"/>	
Foreign income earned?	<input type="text"/>		Loan/Line of Cr. statements (PDF/CSV)	<input type="text"/>	
Inter-company transactions?	<input type="text"/>		Associated company involvement	No	Yes
Expenditures & Adjustments			If Yes - Provide latest Financials	<input type="text"/>	
Capital assets purchased in F/Y	Yes	No	Payroll & Compensation		
If Yes - Provide invoices	<input type="text"/>		Shareholder's salary paid (amount)	<input type="text"/>	
Vehicle purchases or leases	Yes	No	Dividend declared or paid (amount)	<input type="text"/>	
If Yes - Provide documents	<input type="text"/>		Bonus declared or paid (amount)	<input type="text"/>	
Use of home office space	Yes	No	T4 / T5 filed	<input type="text"/>	
If Yes - Provide details	<input type="text"/>		Source deductions up to date	<input type="text"/>	
Shareholder's expenses paid by	Yes	No	GST/HST		
business: If Yes-Provide details	<input type="text"/>		GST/HST filing	Done	TBD
Personal use of business vehicle?	Yes	No	If doable - any issues	<input type="text"/>	
If Yes - Provide personal KM	<input type="text"/>		Any GST/HST installments were paid?	<input type="text"/>	
Planning & Advisory Review			Assets & Liabilities Review		
Plans for business expansion	<input type="text"/>		New capital assets acquired	<input type="text"/>	
Considering restructuring	<input type="text"/>		Assets disposed during F/Y	<input type="text"/>	
Plans for major purchase next FY	<input type="text"/>		Inventory adjustments - if any	<input type="text"/>	
Personal tax planning required?	<input type="text"/>		Shareholder's loan balances	<input type="text"/>	

Copy Rights A&R LLP