

# STEWART & ASSOCIATES

CERTIFIED GENERAL ACCOUNTANTS

512 - 40th Avenue NW, Calgary, Alberta T2K 0E6 Telephone: (403) 261-0777 Fax: (403)509-0425 www.stewartandassociates.ca

## CORPORATE YEAR-END ORGANIZER

Corporation Name					
Address					
	City				Postal Code
	Prov				
Business Phone			Contact Phone		
Email Address			Contact Name		
Firm Contact			Year-End (MM/DD/YY)		

Would you like to receive communication via E-Mail?

Yes  No

Any changes to legal name, directors, shareholders, etc?  
if yes, please provide amendment documentation

Yes  No

Is this the first year we are preparing your year-end statements and tax returns?

Yes  No

If yes, please provide:

- Articles of incorporation and minute book
- Shareholder(s) social insurance numbers(s)
- Prior year financial statements and tax returns

Soft copy of data

Software used \_\_\_\_\_

Version \_\_\_\_\_

If your file is password protected, please advise us of your password.

\_\_\_\_\_

## CORPORATE YEAR-END CHECKLIST

If a copy of the software (Company File) is not available,  
please print the following reports at the year-end date:

- Trial Balance
- Balance Sheet
- Income Statement
- Accounts Receivable Listing
- Accounts Payable Listing
- General Ledger Listing
- Bank Reconciliation at year-end

Copies of documents required:

- Copies of all bank statements, cancelled cheques for the year for all open accounts (active or inactive)
- Copies of invoices for revenue
- Copies of credit card statements for the year
- Cheque Register (stubs) and deposit books
- GST and PST returns for the year
- Source deductions remittance form (PD7) at year-end
- Copies of Federal and Provincial Notices of Assessment for the prior year-end
- Copies of the latest Federal and Provincial Statements of Installment accounts
- Details of capital assets (property plant & equipment) purchases and disposals
- Investment information (broker statements for the year, details of purchases and disposals) T3 and T5 forms, any summaries provided by broker
- T4 Summary for last calendar year (unless prepared by us)
- T5 Summary for last calendar year (unless prepared by us)
- Signed engagement letter

Do you require us to post the year-end adjusting journal entries when your year-end is

complete?  YES  NO

Notes:

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