Year End Check List

The following year-end checklist has been compiled to assist you in preparing your records for us to complete your Financial Statements and/or Tax Returns. Items listed below may be unrelated to your business, therefore, simply use this list as a guideline to help you determine what to forward to our office. In addition, please feel free to add any items that may be specific to your business that are not included on this list.

1. Accounting records for the year:

- If you use bookkeeping software such as QuickBooks or Sage Digital Accounting Records:
  - A copy of the income statement, balance sheet, trial balance, and general ledger (preferably in Excel)
  - Bank reconciliations and bank statements for all accounts at year end
  - Aged accounts receivable listing
  - Aged accounts payable listing
  - Alternatively, if you use QuickBooks Online, you can invite HW Partners to access your records directly by sending an invite to “quickbooks@hwllp.ca” and we will be able to generate the required documents
- If you do not use bookkeeping software such as QuickBooks or Sage:
  - All bank statements for the year
  - All credit card statements for the year
  - Cheque stubs and cancelled cheques
  - Clarification on large miscellaneous transactions
  - All invoices for the year, including invoices for work done in the fiscal year but only issued after the yearend

2. **Investment portfolio information for the year end such as:**
    - Investments statements for the year
    - Gain/loss reports
    - Management fees summaries
3. **Inventory listing at year end**
4. **Copies of all invoices related to capital asset additions**
5. **Details of existing and new loan/line of credit arrangements, including:**
    - Statements of account at year end
    - Original loan documentation (if not previously provided to us)
6. **Copies of previous period's corporation tax returns (only if we did not prepare the prior period tax returns)**
7. **Copies of articles of incorporation, share register, minutes of shareholder meetings, shareholder agreements, bank agreements and covenants (only if this is a new corporation or new client)**

Notes