

**Year-end Financial Statements and Corporate Tax Return Checklist**

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	Trial Balance
	General Ledger
	Electronic or backup copy of client accounting file - i.e. Simply Accounting, QuickBooks
	Bank reconciliation(s)
	Accounts Receivable listing
	Property, Plant & Equipment additions/disposals – details and supporting documentation - i.e. purchases of equipment, furniture & fixtures, computers, automobiles, leaseholds, land and building, etc. which are greater than \$200 each
	Accounts Payable listing
	Cheque stubs / deposit book(s)
	Bank statements / cancelled cheques
	Cheque register/synoptic
	GST/HST and/or PST reports (if applicable)
	Supporting documentation for Revenue (Sales Journal)
	Supporting documentation for Expenses
	PD7As, payroll remittance forms, T4s and Summary
	Other documentation - e.g. mortgage and/or interest schedules, contracts, bills of sale, loan agreements
	Notices of Assessment and Reassessment