



TOM WILHELM PROFESSIONAL CORPORATION

Chartered Professional Accountants

Business Year End Checklist

1. A backup of your computerized accounting records
2. If you do not maintain computerized accounting records, your ledger book
3. If you have not prepared your accounting records and need bookkeeping services, please see the bookkeeping checklist
4. Your bank statement for the month of your year end and the month following
5. Your bank reconciliation for the month of your year end
6. List of accounts receivable at year end and indicate which accounts may not be collected
7. List of inventory held at year end
8. List of all new assets purchased during the year such as equipment and vehicles
9. List of accounts payable at year end
10. Copies of all HST returns filed during the year
11. Copies of invoices for insurance premiums and property taxes for the year
12. If any new leases were signed during the year, please provide a copy of the lease agreement
13. Details of any new loans or mortgages including amounts, balances at year end, interest rates, due dates and payment terms
14. Copies of all corporate tax assessments received during the year