

Information Required in Order to Complete the Fiscal Year End Financial Statements and Tax Returns:

In order to complete the year-end and tax returns, we will require the following information for your fiscal year end. **Please note that some of these items may not apply to your organization.** If you are unsure as to which items do not apply, please do not hesitate to contact us. We will only require information which applies to the current fiscal period, and will not require copies of documents already supplied to us.

- a) A back-up or accountants copy of your current quickbooks or simply accounting file.
- b) Bank Reconciliation's as at the year-end date (normally just the bank reconciliation for the last month's bank statement)
- c) Copies of the last bank statement of the fiscal year, and first bank statement of the following month.
- d) Listing of any deposits at the fiscal period end. (eg. rent, utilities)
- e) Listing of inventory as of the fiscal year (if any) along with value at the lower of cost or fair market value.
- f) Fixed assets additions and disposals by class: eg. computer equipment, software, office furniture & equipment, leasehold improvements, and Fixed Asset Continuity Schedule showing opening balance, additions, and disposals by class.
- g) Leases - copies of all leases in effect
- h) Insurance - copies of all insurance policies in effect including any life insurance policies held by the organization on its shareholders
- i) Articles of Incorporation and any amendments – if not already provided
- j) Copies of Bank Agreement(s)
- k) Copies of T-4 Summaries
- l) Copies of the remittance to Revenue Canada of any payroll withholdings
- m) Copies of any loan agreements.

- n) Copies of any tax assessments & income tax remittances to Revenue Canada
- o) Copy of WCB, and EHT statements
- p) Meals & Entertainment Expense segregated in the accounts (ie. Separate from travel expenses as well)
- q) Copy of last GST and PST statements & remittances.
- r) Listing of any deposits received from customers as of the fiscal period end.
- s) Dividends paid during the period & T-5 Summary if applicable

Thank you for providing us with the opportunity to be of service and for your cooperation in providing us with this information.

Please do not hesitate to contact this office should you have any further questions.

Yours truly,

Chaggares & Bonhomme
Chartered Accountants