4-355 Harry Walker Parkway North
Newmarket, Ontario L3Y 7B3
905-895-9922 telephone
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www.cb-ca.ca

Robert M. Chaggares CPA, CA, CFP | Pierre Bonhomme CPA, CA | Duncan Peake MBA, CPA, CA | Jayson Rutledge CPA, CA

Information required to complete fiscal year-end financial statements and corporate tax return:

We will only require information that applies to the current fiscal year and do not need copies of documents already provided to us. Not all items will apply to this year-end as they may have changed from the prior year. If you are unsure of items that do not apply, please contact our office.

- ☐ General ledger: an electronic copy/backup of your accounting software (QuickBooks/Simply Accounting/other).
- ☐ Electronic or hard copy of the bank statements, including bank reconciliations if not accessible as part of your accounting software.
- ☐ Investment statements showing the balance and the transaction details for the entire year for all investment accounts.
- ☐ Listing of any deposits or prepaid expenses (rent, insurance)
- ☐ Electronic or hard copies of any fixed asset purchases or disposals during the year.
- ☐ Inventory listing
- ☐ Aged A/R listing (if you do not use your accounting software function).
- ☐ Aged A/P listing (if you do not use your accounting software function).
- ☐ Electronic or hard copies of corporate credit card statements including any reconciliations.
- ☐ Details of any changes to current loan terms and a statement showing the balance owing.
- ☐ Electronic or hard copy of any new loan agreements, or leases and a statement showing the balance.
- ☐ Details of any change of business name, business address or directors.
- ☐ Details of revenues earned that may be specified corporate income (more than 10% earned from non-arm's length transactions). Please let us know if you think your revenues may be non-arm's length.

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