

Notice to Reader  
Year End Requirements

bank statements & cancelled cheques for subsequent month	x
bank reconciliations at year end (for each account)	x
accounts receivable aged summary listing	x
allowance for doubtful accounts listing	x
inventory listing by type at cost	x
prepaid expense analysis	x
capital asset invoices purchased during the year	x
details of capital asset dispositions and proceeds	x
accounts payable aged summary listing	x
PD7A for year end	x
GST returns for the year	x
PST report for year end	x
WCB reports for the year end	x
corporate tax installment statement	x
Corporate Tax Notice of Assessment for prior year	x
Long term debt details	x
General ledger printout	x
Back up data emailed or flash drive or disk	x
home office details	x
total vs business portion	
Auto mileage details	x
total vs business portion	