



Things To Get Business List

- {Software program} data disk for the year ended _____
- Draft financial statements for the year ended _____
- Trial balance as at _____
- Bank reconciliation for the month of _____
- Aged listing of accounts receivable as at _____ (we request that these accounts receivable be reviewed and any accounts which are doubtful from the point of view of collection, be noted). This accounts receivable listing total should agree to the general ledger balance of accounts receivable. If it does not, please provide a list of reconciling items..
- List of accounts payable and accrued charges as at _____ with an indication of which asset or expense account is affected by each payable.
- A listing of all contracts in progress at the year end. We will ask to assist us in preparing the contract work in progress worksheet.
- To facilitate preparation of the working papers on prepaid expenses we would appreciate receiving a photocopy of all insurance policies held by the company. It is only necessary to photocopy the front page indicating the term of the policy and coverage.
- Copies of all invoices relating to the purchase of capital assets for the year. Any capital assets that were disposed of during the year should be noted and supported by copies of sales invoices.
- The details of any leases or finance contracts entered into during the year.
- To the extent that the company made an investment in another company, we would appreciate receiving the most current financial statements for that company.
- To the extent that the company has entered into any agreements whereby monies were loaned, we would appreciate full details of the loans receivable.
- To the extent that the company has entered into any agreement to borrow money, we would appreciate full details of the loans payable.
- Copies of all GST returns filed during the year.
- Blank GST returns that have not been filed
- Copies of federal and provincial income tax Notices of Assessment for _____ and/or _____ taxation year(s).
- Schedule of transactions, by type, with related parties for disclosure in notes to the financial statements. Transactions include all receivables, payables, revenues and expenses for the year ended _____ for each related party. Related parties include: Shareholders, Directors, and spouses of Shareholders and Directors of the company, related companies and partnership.
- Copies of any major contractual obligations, commitments or agreements that the company may have entered into during the year.
- A reconciliation of intercompany balances for year(s) ended _____