



CHECKLIST: YEAR END | INCORPORATED COMPANY

BUSINESS BANK STATEMENTS

Account #	Date Range	to
Account #	Date Range	to
Receipts matched to statements:	<input type="checkbox"/>	to

DEPOSIT DETAILS

- Who paid each deposit if no deposit book is provided
- Any shareholder deposits and WD
- Transfer & e-transfer details

CREDIT CARD STATEMENTS

Account #	Date Range	to
Account #	Date Range	to
Receipts matched to statements:	<input type="checkbox"/>	to

RECEIPTS

- | | |
|---|--|
| <input type="checkbox"/> Paid from personal / provided in separate envelope | <input type="checkbox"/> New asset purchase (\$1,000 and over) |
| <input type="checkbox"/> Copies of sales invoices | <input type="checkbox"/> Payment stubs / deposit book |
| <input type="checkbox"/> All payroll details including:
SIN / Date of Birth / Start date / Address / Rate of pay | |

MILEAGE

- | | |
|--|---|
| <input type="checkbox"/> OPTION 1: Reimbursed per KM (Travel log included) | <input type="checkbox"/> OPTION 2: % of all auto expenses |
|--|---|

HOME OFFICE

- | | |
|--|---|
| <input type="checkbox"/> OPTION 1: Reimbursed expense cheque | <input type="checkbox"/> OPTION 2: % of all expenses: Square foot of home office all utilities / phone / insurance / mortgage interest property tax / R&M |
|--|---|

MISC

- | | |
|---|--|
| <input type="checkbox"/> Charitable donation receipts | <input type="checkbox"/> Accounts Receivable - all open invoices at year end |
| <input type="checkbox"/> Accounts Payable - all unpaid bills as of year end | |