

REQUEST FOR YEAR END INFORMATION

The following is a list of data we will need to complete the year end. We would prefer to receive documents electronically:

- If available, make a back-up copy of your year-end accounting data and put on a USB, upload to ShareFile, send via Email to keeley@tsecpas.ca (indicate software used and version number), or invite us to the online account (contact@andrewtse.ca) If the file is password protected, please ensure this information is supplied to us.
- If back-up copy of year-end accounting data is not available, please provide a copy of the general ledger; showing all transactions for the year (if this is too large of a report, please print just the revenue and expense accounts)
- Bank Reconciliations for all bank accounts and bank statements at year end
- Payroll records, or a copy of the most recent T4 summary and supplementary slips
- Stockbroker statements or other support for investments
- Copy of GST reports for the year
- Copy of PST reports for the year
- A supporting schedule for Inventory on hand at year end
- Details of any capital assets purchased during the year with photocopies of the invoice(s).
- Details of any capital assets sold during the year with photocopies of the receipt(s).
- If any equipment has been purchased on a finance contract please provide a copy of the agreement.
- If any equipment has been leased during the year, please provide us with a copy of the lease agreement.
- A list of prepaid expenses at year end, include documentations (property tax, insurance, utilities, etc.).
- A schedule of any new bank loans or mortgage with details of security, monthly payments, interest rates and maturity dates.
- A schedule of shareholders' withdrawals and deposits for the year