

**DOCUMENTS NEEDED FOR
 YOUR CORPORATE YEAR END**

Included O/S N/A

General

Bookkeeping Records for the year

- QB / Sage 50 / Other Completed By Client
- All Bank / Credit / Investment Statements
 for the year *(Only needed if N/A to above line)*
- Signed [RC-59](#) *(If not previously provided)*

Assets

- Year End Bank Statement(s)
- Year End Investment Statement(s)
- ← Year End Accounts Receivable Listing
- Year End Inventory Listing
- Annual Insurance / Property Tax Invoices
- Year End Listing of Deposits Made with Suppliers
- Year End Loan Receivable Balances
- Capital Asset Purchase / Disposal Documents

Liabilities

- Year End Credit Card Statement(s)
- ← Year End Accounts Payable Listing
- Year End Intercompany Balance(s)
- Prior Year Provincial Government Correspondence
- Year End Loan Payable Balances
- Year End Listing of Customer Deposits on Hand

Agreements

- New Purchase / Lease / Debt Agreements
- Ownership Change Agreements
- Contribution (for Non-Profit Organizations) Agreements

Revenues & Expenses

Description of any Changes in the Year from Prior Year

These listings are likely already included with your Bookkeeping Information

*** The above content is all that we need if we are doing a compilation (Notice to Reader). If we are doing a Review Engagement or an Audit, please also provide ALL supporting documents