

CORPORATE YEAR END INFORMATION REQUIREMENTS

To assist us in the preparation of your year end, we have prepared the following checklist. Please review this list for all the possible applicable items relating to your company's particular circumstances.

We are constantly striving to improve our processes and to simplify the information we require you to provide for preparation of your corporate year end financial statements and tax returns. We are also endeavoring to reduce the amount of physical paper copies to be provided by you and to be maintained in our files. The preferred method of providing your information is via electronic files or pdf electronic copies. (CD, DVD and USB memory stick) We will facilitate this transfer of data by assisting you as required. We also provide secure file transfer of encrypted data, to protect your information and privacy and to allow transfer of large electronic files, through www.E-courier.ca Please ask us about setting you up on this secure service.

The following represents the information requirements for a compilation engagement. Where a Review or Audit is being performed, there are substantial additional requirements which will be specifically detailed with you.

General:

- Backup copy of computerized accounting records (CD, USB memory Stick or via Secure e-mail)
- Provide user id and applicable password

Electronic pdf copies of the following are preferred, paper copies accepted also.

Cash and Bank

- Bank reconciliation as of the year end date (not required if reconciled within accounting software)
- Bank statements (fiscal year end statement plus the following month)
- Term deposits or other cash investments – supporting documents

Accounts Receivable

- Year end aged accounts receivable listing
- Review your ending accounts receivable listing and identify any bad debts or doubtful accounts

Inventory

- Year end inventory count with pricing and totals

Loans or Advances Receivable

- Supporting documentation and repayment schedules

Property Plant and Equipment

- Supporting documents for additions and/or disposals (invoices, bills of sale)

Accounts Payable

- Year end aged accounts payable listing
- Other accrued liabilities with supporting documents

Payroll, Withholding and Sales Taxes

- Monthly payroll remittance form paying for the month of the fiscal year end (15th of subsequent month)
- Workers Compensation report
- GST reports (all reports for the fiscal year)
- Provincial sales tax reports

Deferred Liabilities

- Supporting documentation for deferred income (contracts, etc.)

Corporate Income Taxes

- Corporate income tax notice of assessment for the prior year
- Corporate tax installment statement of account

Loans and Long-term Debt

- Loans and/or financing agreements and leases

Corporate Legal Matters

- Copy of corporate annual report filed for the current year
- Details of any major changes in business operations or legal matters

If you have any questions regarding the information required, please do not hesitate to contact us. We look forward to being of service to you.



CERTIFIED GENERAL ACCOUNTANTS

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