

Company Information

Company name:
Address:
Phone:
Signing officer:
Corporate year-end:
Major business activity:
Business number:
Date of incorporation (on certificate of incorporation):

Shareholders	SIN (or Business number)	Voting share ownership %

Accounting software used :

Required information/documents

Comments

Trial balance	Yes or N/A	
General ledger	Yes or N/A	
Bank statements/cleared cheques	Yes or N/A	Please include month following fiscal year-end
Cleared cheques	Yes or N/A	
Cheque stubs	Yes or N/A	May be attached to source document/invoice
Deposit books	Yes or N/A	Clearly indicate deposits that are not sales/ payments on account
Bank reconciliations	Yes or N/A	
Cheque journal	Yes or N/A	
Sales Journal	Yes or N/A	All sales (cash and credit)
Accounts receivable (@ YE)	Yes or N/A	Sales made to customers (or MSP, etc.) that not not been paid for
Vendor invoices	Yes or N/A	Paid and unpaid
Expenses paid by CC	Yes or N/A	Paid by owners
Cash expenses	Yes or N/A	Paid by owners
Accounts payable (@ YE)	Yes or N/A	Expenses incurred but not yet paid for
Prepaid expenses	Yes or N/A	Examples: property taxes, dues/fees, insurance
GST returns	Yes or N/A	
WCB returns	Yes or N/A	
PST returns	Yes or N/A	
Payroll records	Yes or N/A	Paysheets etc.
PD7A forms	Yes or N/A	
Income tax installments	Yes or N/A	
Inventory count sheets	Yes or N/A	On hand as at year end
Inventory valuation records	Yes or N/A	As at year end
Certificate of Incorporation	Yes or N/A	Include copy
Annual corporate report	Yes or N/A	
Incorporation memorandum	Yes or N/A	Indicates shares authorized and issued
Register of shareholders	Yes or N/A	Indicate changes in shareholders
Details of <u>ALL</u> fixed assets	Yes or N/A	Typically items purchased for more than \$500
Mortgage documents	Yes or N/A	Include statements
Other loan documents	Yes or N/A	Include statements
Lease documents	Yes or N/A	Contracts
Corporate investments	Yes or N/A	Include details and statements
Dividends paid and received	Yes or N/A	Include transaction records
Copy of prior year T2	Yes or N/A	Last year's corporate tax return (if not prepared by us)
Copy of prior year F/S	Yes or N/A	Last year's financials (if not prepared by us)

Items to consider:

Does general ledger bank balance reconcile to the bank statement?

Are there any accounts receivables that are worthless and should be written off?

Is balance in Allowance for Bad Debts a reasonable estimate of potential writeoffs?

Is the company's inventory balance correctly stated?

Are there inventory items that have lost value and should be written down to their market value?

Does the company still have all the fixed assets?

Is depreciation correctly recorded for those fixed assets still in the company's possession?

Amortization of goodwill and franchise fees?

Are there any prepaid items that need to be adjusted such as prepaid insurance?

Have all assets been reviewed for accuracy?

Have all of the payables been recorded?

Do the payroll tax liabilities coincide with payroll reports?

Do the balances in the notes payable accounts (loans) agree with bank statements?

Are there other debts that have not been included on the books?

Are there debts on the books that no longer exist because of forgiveness or oversight?

Corporate investments?

Courier or deliver to:

Premier Business Management Inc.