

# Leonard Bruno CPA Inc.

Chartered Professional Accountant  
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Providing professional tax services for:

- Business Owners/Managers/Contractors
- Employees with Expenses
- Executives and Professionals
- Investors and Rental Property Owners

## Business Year End Information Checklist

Please review and complete this checklist so we may complete the required year-end work involving financial statements, any required tax return, as well as any other mandatory filings. Provide each of the items in the following list, as applicable, as well as any other information that you feel may be important in preparing your financial statements/tax returns. Print this checklist and use it to help gather all the papers that are required/requested. If you are unsure as to which items do not apply, please contact my office for assistance.

Please check off the items you enclose, mark any that are not applicable, and return this list with your records. I will appreciate delivery of the following information no later than six weeks after your fiscal year-end date.

### Section 1: General Information (returning clients need only add changes in contact information)

For the fiscal year ending		From	
		To	
Business Name		Contact Information	
Corporation Name		Office	
Operating As or DBA		Fax	
Business Number		Cell	
Contact Information – Business Address		Other	
Street		Email	
City		Website	
Province		Social Media	
Postal Code			

**Section 2: New Client or Changes with Existing Client– Please Provide:**

					Provided Previously/ No Change	Completed & Enclosed Yes / No	
A list of shareholders holding 10% or more shares:							
First name, last name or Business name	Address	SIN/BIN	% of Shares	Class of Shares			
Name, and phone number of primary contact person or authorized signing officer:							
First name, last name		Telephone number					
A copy of your incorporation documents and any amendments							
A copy of your previous financial statements							
A copy of your previous tax return							
A copy of your most recent notice of (re)assessment							
Contact information for your previous accountant							
Firm Name		Telephone Number					

A list of principal products/services provided and the % that each product/service is of total revenue		Provided Previously / No Change	Completed & Enclosed	
			Yes	No
1.				
2.				
3.				
Total	100%			
A copy of the current shareholder register				
A copy of the current directors' register				
A copy of the most recent resolution declaring any dividends, bonus or fees, if applicable				
A list of associated or related companies, if any, then provide us on a separate sheet with the: <ol style="list-style-type: none"> <li>1. Name of the corporation(s)</li> <li>2. Country of residence of the corporation</li> <li>3. Business Number</li> <li>4. Relationship: Related, Associated, Parent, Subsidiary</li> <li>5. # of Common shares owned and % of Common shares owned</li> <li>6. # of Preferred shares owned and % of Preferred shares owned</li> <li>7. Book value of capital stock</li> </ol>				

**Section 4: Current Year Information**

	NA	Yes	No
Was there a change in shareholdings? If yes, provide details in section 2.			
Was there a change in the list of directors? If yes, provide details in section 2.			
Was there a change to the list of associated/related companies? If yes, provide details in section 2.			
Was there a change in the principal products/services provided and the % that each product/service is of total revenue? If yes, provide details in section 2.			
Provide us a backup copy or accountant's copy of your current accounting software program data file. If you do not use an accounting software program, please contact my office to make appropriate arrangements regarding your books and records.			
Provide a copy of:			
Balance Sheet			
Income Statement			
General Ledger			
Aged Accounts Receivable List			
Aged Accounts Payable List			
The last bank statement of the fiscal year month			
The first bank statement of the following month after year-end			
The bank reconciliation of the fiscal year-end month			
Copies of any new leases			
Copies of new bank financing agreements, complete with amortization schedule			
Copies of any other new loan agreements, complete with amortization schedule			
Copy of GST return(s) for fiscal year			
Copy of T4 Summary			
Copy of the WorkSafe Annual Report			
Copy of the T5 Summary and a list of any dividends or interest paid during the reporting period, i.e. January to December			
Copy of the corporate tax instalment payments made during the year and the most recent Statement of Account from CRA			
Copy of the previous year's Notice of Assessment			
Provide details and documentation of ALL fixed assets acquired (items costing more than \$500) or disposed during the year by class, i.e. computer equipment, equipment, software, office furniture, vehicles, other			
Copy of dividend resolutions, if any			
Copy of bonus resolutions, if any			
A list any business expenses paid personally but not reimbursed by the company. (Please attach receipts and other details, as required.)			
Provide vehicle use details for any company-owned vehicles used personally. – download and complete Motor Vehicle Expense Checklist			

	Provided Previously /	Completed & Enclosed	
	No Change	Yes /	No
Provide vehicle use details for any personally-owned vehicles used for company - download and complete Motor Vehicle Expense Checklist			
Does your balance sheet show the actual cost of your inventory at year-end? If no, provide a listing of inventory as at fiscal year-end along with valuations at cost and notes regarding any potential write downs to fair market value.			
Did the business use a home office in the course of conducting its operations and to earn income?			
If yes, was the shareholder reimbursed for home office expense?			
If yes, did they shareholder receive a rental payment from the business?			
If yes, how much?			
If no, provide details (download and complete the Home Office Expense Checklist)			

**Section 4: Other pertinent information - please answer the following:**

	NA	Yes	No
Do you require a specific date for completion of our work? If yes, please state the date: _____			
Any other material changes in the operation or structure of the company during the year? If yes, provide details:			
Any significant events after the year-end and prior to the draft review meeting date listed above (lawsuit, change in business, etc.)? If yes, provide details:			
Any problems or peculiarities in the bookkeeping? If yes, provide details:			
Special attention needed for anything? If yes, provide details:			

If you have any questions about the information or records needed, please call my office. Otherwise, when you have collected all these important records, please forward them to my office with the before the end of six weeks after year-end.