

## YEAR END CHECK LIST, ITEMS TO ACCOUNTANT

(original to accountant, retain copy for client records)

**Client:** \_\_\_\_\_ **Fiscal Year End Date:** \_\_\_\_\_

**Accounting Firm:** \_\_\_\_\_ **Accountant:** \_\_\_\_\_

use (✓)	Item
_____ _____ _____ _____	<b>Bank Statements and Reconciliations:</b> -Beginning bank statement if a new client -Bank statement for the month of the fiscal year end -Bank statement for the month AFTER the fiscal year end -Copy of the Bank Reconciliation for the final month in the fiscal year
_____ _____ _____ _____ _____ _____ _____	<b>Computer Reports &amp; Printouts:</b> -Balance Sheet @ first day of the fiscal year -Balance Sheet @ year end (last day of the fiscal year) -Trial Balance @ year end -Profit & Loss @ year end -A/R Aging report @ year end -A/P Aging report @ year end -Complete GL print-out of the fiscal year, not month-by-month (use landscape format) -Chart of Accounts
_____ _____ _____ _____ _____	<b>Payroll (where applicable):</b> -PD7A for the final month in the fiscal year and the cheque number it was paid on -Copy of the Payroll Remittance Summary for the last month of the fiscal year (Rev Can) -T4 Summary -T4A Summary -Copy of last WCB remittance of the fiscal year and cheque number it was paid on -Other: _____
_____	<b>Subcontractors (where applicable):</b> -T5018 Summary
_____ _____ _____ _____	<b>Assets, Loans and/or Leases:</b> -Copy of all receipts showing new assets purchased in the fiscal year -Copy of Loan Reconciliations issued by the Financial Institution or Lender @ Year End -Copy of all lease agreements entered into during the fiscal year -Copy of all bills of sale for assets sold in the fiscal year
_____	<b>Inventory (where applicable):</b> -Copy of Inventory Tally for all departments
_____ _____	<b>A/P &amp; A/R (misc):</b> -Copy of GST Return up to the fiscal year end & cheque number it was paid on -List of Accrued Liabilities (include WCB if not on A/P Aging report)
_____	<b>PST/RST//QST/HST (where applicable):</b> -Copy of last remittance return in the fiscal year and the cheque number it was paid on
_____	<b>Other:</b> -CD backup of the QuickBooks / Simply Accounting / other software company file
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_____	
_____	

1. Prior to printing financial reports, create Balance Sheet for the last day of the PREVIOUS fiscal year. It must be the same as the closing Balance Sheet for that previous year-end. Pursue errors (may have posted to the wrong year).
2. Retain TWO back-ups of year-end on-site. Do not over-write them until the accountant has completed the year-end; you have received and posted the final year-end entries; and you have a Balance Sheet for the year-end that matches that of the accountant.
3. When all year-end adjustments and closing entries are completed and posted, create a final backup of the company file (give it a distinct file name). Retain this backup file indefinitely. **DO NOT OVERWRITE THIS FILE.**