

# Fitzpatrick & Company

Chartered Accountants

**Professional. Reliable. Motivated.**

**Please print the following list and use it as a checklist for items to bring to us to complete your year-end**

Items Required	Completed
All bank statements, cancelled cheques and deposit slips from the first month of your fiscal year to one month after your year end.	
All bank reconciliations you have prepared throughout the year.	
Invoices for any large asset purchases in the year such as computers, automobiles, office furnishings or equipment.	
All HST returned filed by you during the year.	
Any new lease agreements entered into during the year.	
Your corporate minute book, or letter of authorization for us to speak with your lawyer if they have it. Make sure that evidence of annual returns filed are in the minute book.	
If you maintain inventory, provide your year-end count sheets, which clearly shows values and quantities of the inventory.	
A list of accounts receivable (billed but not collected) at year end, preferably aged by 30 - 60 - 90+ days since billing date.	
A list of accounts payable at year end (amounts you owed at the end of the year for which you have been billed).	
Trial balance as at your year end date if you maintain computerized records or a manual general ledger system.	
Detailed general ledger for all transactions in the year if you maintain computerized records. If you maintain manual records, please provide to us your synoptic journal.	
A backup of your computerized records on disk if you maintain computerized records. Remember to indicate what system you use (Simply Accounting, AgExpert, QuickBooks etc.), the filename and a password if one is required.	

The information contained herein is genial in nature and is not warranted to be applicable to all individual circumstances and may be rendered out of date by subsequent legislation. This information is not intended to give advice on your specific situation and in no way is to replace the need for qualified professional help. You must seek qualified professional help before deciding upon any course of action. Links to other Web Sites are provided for information purposed only. Fitzpatrick & Company, Chartered Accountants do not endorse and are in no way associated with the products and services contained in these links.