



FITZPATRICK & CO.
Accountants • Advisors

Please use this as a checklist for items to complete your year-end.

Items that may be 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	
A copy of any company credit card statements	
All bank reconciliations you have prepared through the year	
All investment statements and any T3's, T5's, and capital gain/loss summaries	
A list of accounts receivable (billed but not collected) at year end, preferably aged by 30 - 60 - 90+ days since billing date	
All HST returns filed by you during the year	
List of inventory which clearly shows the type, values and quantities	
Invoices for any large asset purchases in the year such as computers, automobiles, office furnishings, buildings, equipment, etc	
A list of property sold or scrapped during the year along with original year it was purchased and price	
Any new lease agreements entered into during the year	
A list of accounts payable at year end (amounts you owed at the end of year for which you have not paid/been billed)	
Copies of any new loan agreements entered into or updated during the year	
A list of any personal expenses paid for by the company, other than those recorded in the drawings accounts	
A lists of any company expenses paid for personally	
A back up of your computerized records on disk if you maintain computerized records. Remember to indicate what system you use (Simply Accounting, Sage 50, AgExpert, Quickbooks, etc.), the filename and a password if one is required. If you maintain manual records, please provide us with your synoptic journal	
If you have customized software please provide a detailed general ledger	

The information contained herein is general in nature and is not warranted to be applicable to all individual circumstances and may be rendered out of date by subsequent legislation.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. Fitzpatrick & Company, Chartered Professional Accountants, its partners and employees do not endorse and are in no way associated with the products and services contained in these links.