

Corporate Year-End Checklist (w/o Bookkeeping)

Name of Company: _____

Fiscal Year-end: _____

Is this your first year with Lockhart LLP?

Yes

No

If yes, see "First Year Checklist"

- Accounting Records (data file or manual records)
- Last month Bank Statement
- First subsequent month Bank Statement
- Bank Reconciliation
- Listing of Accounts Receivable
- Listing of Accounts Payable
- Receipts/Invoices for all capital assets purchased in the year
- Communications with government (Statement of Account, NOA ect.)
 - CRA - GST
 - CRA - Payroll
 - CRA - Corporate Tax
 - Provincial Treasurer
- Last month Credit Card Statement
- Last month Investment Statement
- Did you make a provision for "in-home-office" space?
 - If yes, summary of provision
 - If no, provide the following:
 - Total square footage of home
 - Total square footage of office space
 - Utilities
 - Insurance
 - Mortgage interest/rent
 - Property taxes
 - Maintenance
 - Condo/lake fees
- Vehicle (personal vs. business)
 - Total kilometers driven in the year
 - Total kilometers driven for business
- Other information