



Cyndy Packard Osode CPA, CA, CPA (TX, USA), CGMA
Nhu Hoang PBA

Client Name: _____

Year-end: _____

Requested Items

- ▼ Company minute book
- ▼ Electronic copy of bookkeeping data
- ▼ Accounting software used _____
- ▼ Software version and password _____
- ▼ Back-up software used: _____
- ▼ Software version and password _____
- ▼ Bank Statements with cancelled cheques (plus one month past year-end date)
- ▼ Deposit Books (plus one month past year-end date)
- ▼ Bank Reconciliations (plus one month past year-end date)
- ▼ If applicable provide inventory listing including date of count and method of valuing (cost or retail – if retail, please indicate mark-up rate)
- ▼ Copies of all insurance policies or endorsements
- ▼ Details of property, plant and equipment bought, sold or traded and any related loans
- ▼ Remittance forms for the month after year-end date to support year-end value for GST and source deductions ie: GST returns and payroll remittance statements
- ▼ Any assessment notices for government remittances or installment statements that are received directly by you
- ▼ WCB, T4's, T5's and T5018 forms (if not prepared by us)
- ▼ Details of new loans including security and terms (copy of loan agreement)
- ▼ Details of dividends paid or received; if any
- ▼ Details of lease expense (and copies of any new leases)
- ▼ Provide a written explanation of any major fluctuations in expenses
- ▼ Legal correspondence regarding any outstanding lawsuits
- ▼ Provide list of Board members, management staff and positions held
- ▼ Details of any contingent liabilities
- ▼ Accounts Payable listing and Accounts Receivable listing
- ▼ When do you want this work completed? _____
- ▼ Any major business changes during the fiscal year? _____
- ▼ Significant events that took place during
- ▼ Or after the fiscal year? _____
- ▼ Problems with bookkeeping? _____
- ▼ Other important matters to be aware of? _____



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 Other Items _____

USE OF HOME AS OFFICE (if you have no business location): Due to Canada Revenue Agency rules, it is MANDATORY that we have the following information below provided by you in order to be able to claim this expense on your company books.

Square footage of office/shop		Insurance	
Square footage of home		Utilities	
Mortgage Interest		Repairs	
Property taxes		Other:	

PERSONALLY OWNED AUTO USED FOR BUSINESS

Year, Make and Model

Total km for year		Insurance	
Business km for year		Loan interest or lease/year	
Gas and oil		Auto washes	
Parking		License	
Repairs and maintenance		Other	

BUSINESS EXPENSE PAID PERSONALLY BUT NOT REIMBURSED BY COMPANY

Meals and entertainment		Hotels	
Promotions, gifts, tickets		Travel fares	
Auto (details above)		Loan interest or lease/year	
Office, postage, stationery		Other:	