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Corporate Year End Checklist

Company Information:

Legal Name: _____

Operating Name (if different from Legal Name) _____

Business No. _____ Fiscal Year – End _____

Incorporation Date: _____

Mailing Address: _____

Contact Person: _____ Email: _____

Tel: _____ Cellular: _____ Fax: _____

Brief Description of Business: _____

Director / Shareholder Info (for schedule 50)

Name	Social Insurance No.	Percentage of Shares

Financial Information Required: This is not an exhaustive list, other items may be required

As of Fiscal Year End _____

- General ledger printout (if using accounting software)
- Trial balance (if using accounting software)
- Balance sheet (if using accounting software)
- Income statement / Profit and Loss statement (if using accounting software)
- Bank reconciliation and Bank Statements
- Petty cash reconciliation (if petty cash is used)
- Listing of loans (provide details)
- Listing of leases (provide details)
- Payroll information, copies of T4's and T4 summary (if applicable)
- HST returns
- Receipts / invoices for all assets purchased, equipment, vehicles, office furniture (see attached asset schedule)
- Inventory list as of year end
- Summary of all business expenses paid personally
- Details of any shareholder loans to company or received from company
- Details of any shareholder withdrawals from company

Capital Assets (assets over \$500) (include purchase and / or sale receipt)

Asset description: _____

Purchase price: _____ Date of Purchase: _____

Disposition date if sold: _____ Selling Price: _____

ASSET LIST

Equipment/Tools	Description	Value	Date Purchased or Acquired:	Attach Receipt if available