

Jeffrey W. Purcell Inc.

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CORPORATE YEAR END CHECKLIST

Client Name: _____ **Fiscal Year-End:** _____

Please provide details of any **changes** to your personal information:

Address: _____

Contact Name: _____ Telephone: _____

Email: _____

Please Check items attached:

- Backup of Sage (Simply Accounting) or Quickbooks or Excel file
- Bank statements for last month of year-end and first month of new fiscal period
- Credit card statements for last month of year-end and first month of new fiscal period
- Business loan statements, lines of credit and mortgages as of year-end date
- Receipts of all assets purchased or sold during the year (furniture, equipment, motor vehicles)
- Any correspondence from Canada Revenue Agency
- Inventory on hand at year-end date (if applicable)
- Accounts receivable listing, please note any receivables that are uncollectible
- Accounts payable listing.
- Home office expenses (if applicable)

ADDITIONAL COMMENTS YOU FEEL ARE RELEVANT:
