

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