



Bookkeeper Preparation Checklist

Business Name:			
Business Address:			
Year-end date: (mm/dd/yyyy)			
Contact Name:			
Contact Information: Phone:		Fax:	
Cell:		E-mail:	
Business Number (GST/HST Reg. Number):			

	Yes	No	N/A
Is a trial balance attached, and does it balance?			
Are all Bank accounts reconciled?			
Have all outstanding amounts over 6 months old been reversed?			
Does Petty Cash on hand match the trial balance?			
Are there any Cash accounts in a foreign currency? If so, please identify.			
Have foreign currency accounts been translated in Canadian funds?			
Does the Accounts receivable listing match the G/L? Please provide an aged A/R listing.			
Are there any credit amounts in A/R that need to be reclassified?			
Have you identified all doubtful accounts? Is the allowance adequate?			
Are there any amounts in A/R posted in a foreign currency? Please identify.			
Have any foreign currency amounts in A/R been translated into Canadian funds? Please identify.			
Has the Inventory been counted and properly costed?			
Has Work-in-process been properly valued and accounted for?			
Has a detailed Inventory or WIP listing been prepared and provided?			
What are the details of amounts in Prepaid expenses and Deposits?			
Has a summary of Fixed asset additions been prepared and provided?			



	Yes	No	N/A
Has a summary of Fixed asset disposals been prepared and provided?			
Has a copy of the Bank operating line statement been provided?			
Does the Accounts payable listing match the amount in the trial balance? Please provide an aged detailed A/P listing.			
Are there any debit amounts in A/P that need to be reclassified?			
Are there any amounts in A/P posted in a foreign currency? Please identify.			
Have any foreign currency amounts in A/P been translated into Canadian funds? Please identify.			
Has a detailed listing of Accrued liabilities been prepared and provided?			
Do Payroll source deductions payable match what is payable at the year-end date? Please provide copy of remittance.			
Have all credit cards payable been reconciled?			
Are there any credit card payables posted in a foreign currency? Please identify.			
Have any foreign currency amounts in credit card payables been translated into Canadian funds? Please identify.			
Has a detailed listing of Deferred revenue or Customer deposits been prepared and provided?			
Do all inter-company loans balance?			
Were all Corporate tax payments or instalments posted to the Corporate taxes payable account? If not, provide details.			
Are copies of all Notice of Assessments from the Canada Revenue Agency and the Ministry of Finance provided?			
Does the GST/HST payable (recoverable) accounts match the GST/HST return filed at year-end? Please provide copies of all GST/HST returns filed for the fiscal year.			
Does the PST payable match the PST return filed at year-end? Please provide a copy of the final remittance filed for the fiscal year.			



Yes No N/A

Does Employee Health Tax (EHT) and Workers Compensation (WSIB) payable match the amounts payable at year-end? Please provide copies of last remittance filed for the year if applicable.

Do we have details of all long-term loans? Please provide copies of all loan agreements.

Was interest on loans recorded separately from the principal payments?

Are any bank loans advanced to the business in the name of the shareholder? If so please identify.

Have all entries for personal expenses including home expenses, and deposits been posted to the shareholder(s) loan account?

Were any Input Tax Credits for GST/HST claimed on any personal expenses recorded in the general ledger?

Does opening Retained Earnings on current year's trial balance equal the closing balance from prior year?

Are Meals and entertainment expenses recorded in one separate account?

Was the GST/HST claimed on Meals and entertainment adjusted to 50%

Are copies of legal invoices paid during the year attached?

Did the company pay any life insurance premiums during the year on the life of a shareholder?

Did the company pay any royalties or management fees during the year? If so, please provide details.

Were there any Research and Development expenditures incurred during the year? If so, please provide a detailed listing of all R&D expenses.

Did the business have a permanent establishment in a jurisdiction outside of the jurisdiction it was incorporated? If so, please provide details, including address, sales and expenses relating to that jurisdiction.

Did the business receive any government grants or subsidies during the year? If so, provide details.



If not previously provided, please provide the following information:	Yes	No	N/A
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Copy of Articles of Incorporation or Amendment and Certificate.

Business Number.

Ontario Corporations tax account number.

List of Shareholders by class of share. Also provide their Social Insurance Number or Business Number as applicable.

Copy of Shareholder Register outlining shares issued, to whom and cost.

List of Directors, Officers and key personnel.

List of related companies.

The current mailing address for the business and physical address if different.

Adobe Reader Users

To save the completed file for uploading to your Rumley & Associates account, use the **"SAVE AS TEXT"** option under the **"FILE"** menu. Submit the saved file as a (*.txt) file to Rumley & Associates through the secure **"Client Login"** area of our web site. Please note, you must register and obtain a username and password prior to accessing the **"Client Login"** area.

Adobe Acrobat (Standard and Professional) Users

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