

Andrew Liu & Associates

Corporate Financial Statements/Taxes Preparations - Document Checklist

Company: _____

Period/Year-end : _____

Address : _____ (Indicate if changed)

Deadline : _____

Email : _____

Telephone : _____

Document	Ready	Applicable but not yet ready	Not applicable	Comments
A. For clients without bookkeeping files (Please review Section A and C)				
1. Bank Statements				
· Chequing Accounts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Savings Accounts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Guaranteed Investment Certificate (GIC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Investment Account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Mortgage Account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Loan Account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Credit Card Account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Bank T-Slips and/or Investment Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· All invoices and receipts dated before year end	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Self-prepared Records / POS Reports				
· Income Summary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Expense Summary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Cash payment receipts and invoices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Payroll Summary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Inventory Value	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
B. For clients with bookkeeping files (Please review Section B and C)				
1. Bookkeeping file (Please choose one the followings):				
· Simply Accounting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Quickbooks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Excel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Bank and Credit Card Statements (the last month)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
C. For clients applicable to Section A and B				
1. CRA Correspondence				
· Corporate Tax - Notice of Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Corporate Tax - Statement of Interim Payment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· GST - Notice of Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· GST - Statement of Interim Payment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· GST - Access Code	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Payroll Account Correspondence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Worksafe BC Remittance Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Other Supporting Documents if Applicable				
· For new corporate client Incorporation documents Corporate minute book binder	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Lease/Purchase Agreement (i.e. automobile, equipment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· New/renewed rental agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· Seller's/Purchaser's statement of adjustment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· New/renewed central securities ledger	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
· New/renewed shareholder agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Notes (Significant events during the year if applicable)				
Please note the above checklist is a preliminary list, more information may be needed on a case by case basis.				