

Your general business information

We'll need to know the name of your business, business address, business phone number & email, business registration number, HST number (if HST registered), and if this was the first or last year of operations?

Your financial information

- We'll need your last year's tax return,
- an income and expense summary for the year,
- a list of newly acquired assets, and any CRA correspondence.
- Your bookkeeping/accounting records (if applicable)

We'll need the following:

- Bank and credit card reconciliations for the month before and after the year-end (with statements)
- A list of accounts receivable
- A list of your accounts payable
- Inventory counts
- A detailed asset listing (with invoices/receipts)
- Transaction summaries for any assets purchased or sold during the year
- Copies of any loan documents
- Copy of electronic bookkeeping files

Getting ready for your year-end can be frustrating. If you have any questions just give us a call @ (506)389-3768 and we'll walk you through it.