

ACME CORPORATION
Year ended December 31, 2016

Requested Items

BRING ONLY THE ITEMS INDICATED

FOR THE CURRENT YEAR + UP TO THE DAY YOU COME IN

Electronic copy of bookkeeping data, program name and version number, password where appropriate, and what backup software (and its version number) has been used

Bank statements with cancelled cheques ***PLUS ONE MONTH PAST YEAR END***

Copy of investment sales and purchases (or supply all statements for the year)

List of doubtful accounts (can be highlighted on aged receivable listing)

Detail of property, plant and equipment bought, sold or traded, and any related loans

Bank statements to support bank loan values and/or lines of credit

Remittance forms, from the month after year end, to support year end values for GST, PST, WCB, EHT, and source deductions

Income tax instalment statements and notices of assessments (federal and provincial)

Details of any shareholder transactions / drawings

Details of any change in share ownership

Loan statements at year end (from bank)

Details of new loans including security and terms (copy of loan agreement)

Legal correspondence regarding any outstanding lawsuits

Details of anything unusual for the period

List of Board members, management staff, and their positions

Company minute book

Receipts for business expenses paid by you personally

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Other Information

USE OF HOME AS OFFICE (only if you have no business location)

Square feet of office	_____	Insurance	_____
Square feet of home	_____	Utilities	_____
Mortgage interest	_____	Repairs	_____
Property taxes	_____	Other_____	_____

PERSONALLY OWNED AUTO USED FOR BUSINESS

Year / Make / Model	_____		
Total km for year	_____	Insurance	_____
Business km for year	_____	Loan interest or lease / yr	_____
Gas & oil	_____	Auto washes	_____
Parking	_____	Licence	_____
Repairs and maintenance	_____	Other_____	_____

BUSINESS EXPENSE PAID PERSONALLY BUT NOT REIMBURSED BY COMPANY

Meals / entertainment	_____	Hotels	_____
Promotions / gifts / tickets	_____	Travel fares	_____
Auto (details above)	_____	Loan interest or lease / yr	_____
Office / postage / stationery	_____	Other_____	_____