

**NOTICE TO READER**  
**Year ended Mmmm dd, 20XX**  
**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 software (and its version number) has been used
- Bank statements showing the bank balance at year end
- Detail of property, plant and equipment bought, sold or traded, and any related loans
- Bank statements to support year end credit card balances
- Details of any shareholder transactions / drawings
- Details of any change in share ownership
- Details of new loans including security and terms (copy of loan agreement)
- Details of dividends paid / received
- Details of anything unusual for the period
- If a new client to our firm, the Company minute book
- Copies of all changes to the Company minute book not previously supplied to our office
- Receipts for business expenses paid by you personally
- Cost of using your home as an office (if no business office)
- If a new client to our firm, the three (3) prior years financial statements
- If a new client to our firm, the three (3) prior years trial balance that support the financial statements
- If a new client to our firm, the three (3) prior years tax returns and the related Notices of Assessment (or Re-assessment if applicable)

**NOTICE TO READER**  
**Year ended Mmmm dd, 20XX**  
**Points for Discussion**

When do you want the work to be completed? \_\_\_\_\_

Any major changes in the business during the year?

---

---

Any significant events after the year end (lawsuit, change in business etc.)?

---

---

Any problems or peculiarities in bookkeeping?

---

---

Special attention needed for anything?

---

---

**NOTICE TO READER**  
**Year ended Mmmm dd, 20XX**  
**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 VEHICLES 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_____	_____

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_____	_____

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_____	_____

