



Davis Accounting & Tax

Professional Corporation

CHARTERED PROFESSIONAL ACCOUNTANT

CORPORATE YEAR-END INFORMATION REQUIRED

To accurately prepare your company's financial statements, tax returns, and corporate year-end please provide us with the following information:

1. Balance Sheet at year-end date.
2. Statement of Income and Expenses for the current year-end (income statement).
3. A copy of the bookkeeping kept in the year. (We work mainly with QuickBooks and Simply Accounting (SAGE), but can arrange to access any bookkeeping records you may use).
4. A copy of the bank statements at the corporate year-end date.
5. A copy of the GST/HST returns throughout the current fiscal year. If you have engaged us to prepare your GST returns: the forms and assessments related to GST/HST from the government.
6. Details of any fixed asset additions or disposals that occurred in the year as well as the support for these transactions.
7. Accounts Receivable and Accounts Payable listing at year-end.
8. If applicable, the payroll remittance forms for the year, including the remittance form relating to the last month in the fiscal year-end (even if it has not yet been paid) and the T4 Summary.
9. A copy of any new lease, loan, financing agreements entered into or terminated in the year.
10. The incorporation and shareholder information documents for the corporation.
11. Any notice of assessments the government has sent in the year.
12. If we are preparing any T-slips (T5018, T4, T4A, T5, etc) for the corporation all information relating to shareholders, employees, subcontractors, and etc. (addresses, Social Insurance numbers or Business numbers).

13. Details of your personal situation in order to provide effective tax planning.
14. Shareholder loan detail showing draws, contributions or any personal expenses in run through the business or business expenses paid personally.

(We highly recommend keeping business and personal expenses completely separate. If required, please keep detailed records of personal expenses paid by the business and vice versa).

15. Any other information you deem to be relevant.

BOOKKEEPING INCLUDED

If the accounting has not been completed throughout the year, the following additional information would be required:

1. All bank statements for the fiscal year.
2. Cheque stubs for the fiscal year.
3. Deposit book, details of deposits for the year.
4. Credit Card Statements, if applicable.
5. Revenue invoices prepared up to the last day of the fiscal year-end, even if they have not been collected as of yet.
6. Expense receipts/invoices received up to the last day of the fiscal year-end, even if they have not been paid as of yet.
7. Copies of Insurance policies (automobile, property, liability, etc).
8. Copies of contracts (rent, equipment rentals, leases).
9. Receipts or expenses paid by cash or by shareholder personal accounts.
10. Any personal expenses paid by the company.

Additionally, if you use a Home Office (please consult with us if your home office can be considered a business expense):

- I. Proof of Rent expenses, if you are a tenant
- II. Mortgage interest for the fiscal year
- III. Property taxes for the fiscal year
- IV. Utility bills: heat, electricity, water gas, telephone, internet, etc.
- V. Maintenance and repairs
- VI. Home insurance invoices
- VII. Square footage of the office and Square footage of the entire house

If you use a personal Vehicle for business purposes: (Please consult with us on the vehicle use for business purposes to properly account for expenses.)

- i. Keep a log book for the fiscal period, tracking business KM's driven for each trip and the total overall Km's driven in the fiscal year. A personal reimbursement following CRA's "reasonable rate" per km, is recommended. If not using this system, please keep the following receipts for all costs of your vehicle.
- ii. Fuel and Oil
- iii. Insurance
- iv. Repairs and Maintenance
- v. Licensing and registration
- vi. Interest on vehicle financing

There are several methods to account for vehicle expenses used for business purposes. Each corporation's situation is different. Please consult with us in order to structure your costs within the business that will be beneficial for your situation and achieve your goals. Please note that whether the vehicle is personally owned, or business owned, there must be a log book to show proof of business-related mileage.

For your information the following non-deductible charges exist for late filings

- Interest on late or insufficient instalment payments required for the year
- Interest where the tax payable balance is not paid within 3 months following the corporate year-end
- Penalty of 5% of unpaid tax for the corporate tax returns not filled within 6 months after year-end
- Additional penalty of 1% on the unpaid tax for each additional month the tax return is not filed after the due date

Please contact us if you have any questions or concerns about your corporate year-end and how best to provide the information relevant to you. This will enable us to provide the most beneficial tax planning and advice for your company and personal matters. The above information will allow us to not only prepare your year-end but also enable us to provide the best available financial planning for the corporation and personal situation.