

# Purcell Moretto CPA Inc.

308 – 255 Lacewood Drive, Halifax, NS B3M 4G2

P: 902-422-8801 F: 902-423-7834

Admin support: Laurie Gaudet 902-423-8300 or lauriegaudet@purcellmorettocpa.ca

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## CORPORATE YEAR END CHECKLIST

**Client Name:** \_\_\_\_\_ **Fiscal Year-End:** \_\_\_\_\_

Please provide details of any **changes** to your personal information:

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### Please Check items attached:

Backup of Sage 50, Quickbooks, Excel file or invitation from your QBO.

- ☐ Bank statements for last month of year-end and first month of new fiscal period
- ☐ Credit card statements for last month of year-end and first month of new fiscal period
- ☐ Business loan statements, lines of credit and mortgages as of year-end date
- ☐ Receipts of all assets purchased or sold during the year (furniture, equipment, motor vehicles)
- ☐ Any correspondence from Canada Revenue Agency
- ☐ Inventory on hand at year-end date (if applicable)
- ☐ Accounts receivable listing, please note any receivables that are uncollectible
- ☐ Accounts payable listing.
- ☐ Home office expenses (if applicable)

**For new clients, please include your incorporation documents including a shareholders register and ledger and instruction letter from your lawyer.**

### ADDITIONAL COMMENTS YOU FEEL ARE RELEVANT:

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