Year End Corporation Checklist

Carmela Pirillo, CPA
carmela@carmelapirillo.com
(647) 828-5531

Name:		Fiscal year ending:	
✓	Statements should be for the last month in fiscal year		NOTES
	Statements for any and all business bank accounts if bkpg is outsourced		
	Statements for any investments		
	List of fixed asset additions such as vehicles, computers, etc.		
	Inventory at year end, if applicable		
	Aged summary of Accounts Receivable		
	Aged summary of Accounts Payable		
	HST filings for the entire fiscal year		
	Payroll source deductions filings for entire fiscal year		
	Corporate tax installment payments		
	Statements for any and all business credit cards		
	Sales summary for fiscal year		
	Insurance policies		
	Rental/lease agreement for premises, if applicable		
✓	OTHER DOCUMENTATION		NOTES
	Notice of Assessment/Reassessment		
	Canada Revenue Agency correspondence		
	Articles of Incorporation, if this is first time meeting		