



## CORPORATE TAX ORGANIZER

### Audit

#### Bookkeeping which may Include (Electronic):

- Computer USB with data
- Username and password to accounting program
- Electronic copy of general ledger and trial balance
- Synoptic (manual or computer) with financial information

#### Other Documentation Required Electronically

- Bank statements for the entire year
- Bank statement for the last month of the prior year
- Bank statement for the first month of the following year
- Bank reconciliation for the year
- Cheque stubs and deposit books for the year
- Paid purchase invoices
- Sales invoices
- List of accounts receivable at year end
- List of doubtful accounts at year end
- Inventory count list at year end
- List of accounts payable at year end
- Copy of current insurance policies
- Copy of invoices for major asset purchases or lease agreements
- Copies of GST returns for the year
- Copies of Notice of Assessment (Federal & Provincial)
- Last PD7A for the year (remittance statement)
- Copy of T4 summary and T4s
- Payroll register
- Copy of loan statements or line of credit statements for the year
- Copies of any new loan agreements
- Copy of last corporate annual return filed
- List of expenses paid personally on behalf of the company
- Copy of major contracts/agreements for: Provisions of service/franchise agreements, employees or subcontractors, grant funding, leases, property, equipment, etc.
- Information for business use of home (if applicable)  
(mortgage, interest property taxes, utilities, insurance, repairs)
- Automobile mileage log
- Corporate Minute Book
- Minutes from board and committee meetings

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