

Accounting Solutions Inc. **Tax and Bookkeeping Professionals**

Attention:

Ref: Year-End Planning

In order for us to complete the compilation of the Company's Books and Financial Statements for the year ended XXX we require the following supporting documents:

1. Data Disk of your Financial Records from your Accounting Software for the period
2. .
3. Original Bank Statements, Check Stubs and Cancelled Cheques along with any Credit or Debit Memos sent by the Bank for the period
4. Bank Deposit Books for the period
5. Bank Reconciliation Statements if completed for the period
6. Inventory Listings as at the end of the fiscal year with cost of each product listed.
7. List of Aged Accounts Receivable at year end and a list of Bad and Doubtful Debts from the Aged Accounts Receivable List.
8. List of Capital Asset Additions and Disposals during the year, with Supporting Documents of Sales and Purchases.
9. List of Prepaid Expenses). For example Insurance Payments and Subscriptions.
10. List of Aged Accounts Payable and Accrued Expenses (Expenses for Services and Inventory received and delivered Details of Shareholder Transactions.
11. G.S.T. returns for the year.
12. Canada Customs and Revenue Agency Payroll Deductions and Remittances for the period.
13. Trial Balance for the year.
14. Balance Sheet
15. Profit & Loss Statement for the year end.
16. And any other documents relevant to the Financial Period ending.