

CORPORATE LAUNDRY LIST

- Trial Balance as at year end date (in excel format)
- Balance Sheet as at year end date (in excel format)
- Income Statement from start of fiscal year to year end date (in excel format)
- Detailed General Ledger by account from start of fiscal year to year end date (in excel format)
- Bank Statement at year end date
- Bank Reconciliation at year end date
- Accounts Receivable Subsidiary list at year end date
- Copies of invoices of additions to capital assets
- Accounts Payable Subsidiary list at year end date
- Payroll Remittance for payroll at year end date, remitted following month
- GST/HST remittances for the year
- Copy of Notice of Assessment for previous year
- Copies of insurance invoices

DATA PROCESSING MONTHLY DATA CHECKLIST

- Bank statements
- Company credit card statement
- Bank deposit slips/book
- Cheque stubs
- Customer invoices and sales receipts
- Vendor invoices/receipts for all business expenses
- Details of any shareholder loans
- Documents pertaining to lease agreements, financial loans or any other contracts, if applicable
- Investment statements and certificates for short term deposits, if applicable
- Payroll information, including new employee information
- Government correspondence and tax forms including Canada Revenue Agency payroll remittance forms, GST/HST, Corporation Income Tax
- WSIB correspondence and forms