



# Ross, Pope & Company LLP

*Chartered Accountants*

## YEAR END AUDIT OR REVIEW CHECKLIST

To help us serve you better, please indicate your phone and fax numbers.

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please supply us with the following information:

(For most of the items listed below, a photocopy would be sufficient and then we will both have a copy for discussion purposes. If you are unable to supply us with the requested information, please indicate why; maybe we can help you secure it.)

- \_\_\_\_\_ Electronic copy of bookkeeping data, program name and version number, Password where appropriate, and what backup software has been used
- \_\_\_\_\_ Trial Balance
- \_\_\_\_\_ Balance Sheet
- \_\_\_\_\_ Income Statement for the year
- \_\_\_\_\_ General Ledger
- \_\_\_\_\_ Journals
- \_\_\_\_\_ Bank statements/passbooks for the year (originals not copies - we will return these to you)
- \_\_\_\_\_ Bank statements/passbooks for the one or two months following year end
- \_\_\_\_\_ Bank reconciliation for year end
- \_\_\_\_\_ Petty cash details at year end
- \_\_\_\_\_ Investment certificates to support year end values
- \_\_\_\_\_ Copy of investment sales and purchases (or supply all statements for the year)
- \_\_\_\_\_ Copy of investment T5 slips received

- \_\_\_\_\_ Aged receivable listing that balances to General Ledger
- \_\_\_\_\_ List of Doubtful accounts (can be highlighted on Aged receivable listing)
- \_\_\_\_\_ List of subsequent receipts (can be highlighted on Aged receivable listing)
- \_\_\_\_\_ Back up for any other receivable - i.e. GST receivable, EHT receivable etc.
- \_\_\_\_\_ Backup letter(s) from Ministry to substantiate any outstanding receivable from the Ministry
- \_\_\_\_\_ Inventory listing indicating date of count and method of valuing (cost or retail - if retail please include markup rate)
- \_\_\_\_\_ List of inventory write-offs
- \_\_\_\_\_ Insurance policies (originals will be returned)
- \_\_\_\_\_ Municipal tax invoices
- \_\_\_\_\_ Worksheet indicating how prepaid expenses have been calculated
- \_\_\_\_\_ Other prepaids
- \_\_\_\_\_ Listing of asset purchases plus invoices to support cost (vehicles, computers, furniture, equipment, etc.)
- \_\_\_\_\_ List of asset disposals indicating proceeds received, and date and cost of original purchase
- \_\_\_\_\_ Working paper to support amortization calculations
- \_\_\_\_\_ Bank statements to support bank loan values and/or lines of credit
- \_\_\_\_\_ Accounts Payable Aged listing that balances to General Ledger
- \_\_\_\_\_ Remittance forms, from the month after year end, to support year end values for GST, PST, WCB, EHT, and source deductions payable
- \_\_\_\_\_ Any assessment notices for government remittances
- \_\_\_\_\_ Back up documentation for any large payable
- \_\_\_\_\_ Details of the first pay period after the year-end, including gross pay, total employee and employer deductions, and the pay period in which it relates to
- \_\_\_\_\_ Income tax installment statements and notices of assessments (Federal and Provincial)
- \_\_\_\_\_ Analysis of amounts listed as deferred (and letters of authorization where appropriate)
- \_\_\_\_\_ Details of any shareholder transactions/drawings
- \_\_\_\_\_ Details of any change in share ownership
- \_\_\_\_\_ Loan statements at year-end (from bank)
- \_\_\_\_\_ Details of loan payments including terms
- \_\_\_\_\_ Details of new loans including security and terms (copy of loan agreement)



- \_\_\_\_\_ Amortization schedule used for loans if you are posting principal and interest separately
- \_\_\_\_\_ Details of dividends paid/received
- \_\_\_\_\_ Details of Miscellaneous income and expenses
- \_\_\_\_\_ Explanation of major fluctuations in revenue
- \_\_\_\_\_ Details of professional fees expense
- \_\_\_\_\_ Details of repairs and maintenance expense (copies of invoices for major repairs)
- \_\_\_\_\_ Details of insurance expense
- \_\_\_\_\_ Details of lease expense (and copies of any new leases)
- \_\_\_\_\_ Details of wage expense (management/regular, include copy of Annual EHT and WCB return, as well as a T4 summary)
- \_\_\_\_\_ Details of anything unusual for the period
- \_\_\_\_\_ Board minutes, executive committee minutes, personnel committee minutes
- \_\_\_\_\_ List of Board members, management staff, and their positions
- \_\_\_\_\_ Organizational chart
- \_\_\_\_\_ New policies
- \_\_\_\_\_ Union agreement and all salary scales
- \_\_\_\_\_ Approved budgets
- \_\_\_\_\_ Details of any contingent liabilities
- \_\_\_\_\_ Non-profit assessments
- \_\_\_\_\_ All relevant Ministry correspondence (especially re: settlements)
- \_\_\_\_\_ FINAL Cash Flow statement
- \_\_\_\_\_ Blank Settlement Forms
- \_\_\_\_\_ All invoices and correspondence for the year if the audit procedural work is being done here at the office



Please list here any additional information that you are providing that we should take special note of.

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Please feel free to contact us if you have any questions concerning the items on the list.

Yours truly,

**ROSS, POPE & COMPANY LLP**



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