

INTERIOR TAX & FILE SMALL BUSINESS SERVICES INC.

“Company name”					
Year End Information Required for “year ____”					
			<u>Required</u>	<u>Supplied</u>	<u>Returned</u>
1	Accounting Records				
	a	Computer disk & annual ledger print out (if applicable)			
	b	Bank synopsis (if applicable)			
	c	Bank statements, cheque stubs, returned cheques & dep books			
	d	Sales synopsis or sales invoices			
	e	Cash & credit card expenses (not included the above)			
	f	Home office expenses (not included the above)			
	g	Vehicle expenses (not included the above)			
	h	Payroll records (not included in the above)			
2	Bank and Cash				
	a	Bank statements – Y/E month			
	b	Bank statements – Y/E subsequent month			
	c	Cash on hand at year end			
	d	Bank confirmations (if applicable)			
3	Accounts Receivable				
	a	Detailed accounts receivable listing			
	b	Doubtful accounts			
4	Inventory				
	a	Physical inventory count sheets			
	b	Method of costing (i.e. cost, freight, retail)			
	c	Slow & obsolete inventory			
5	Prepaid Expenses				
	a	Insurance invoices and related policies			
	b	Other prepaid invoices – detail (i.e. rent deposit)			
6	Capital Assets				
	a	Invoices on asset additions (over \$200)			
	b	Sales documentation on any selling of assets			
7	Bank indebtedness (Overdraft or Lines of Credit)				
	a	Credit facility documentation (amount, security, etc)			
	b	Statement – if applicable			

