

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 | | | |
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