

Items required for Notice to Reader Financial Statements

In order to assist in the preparation of a Notice to Reader Financial statement at year end , the following information should be available to the accountant:

1. Bank Reconciliation and copies of Bank statements for year end for CDN \$
2. Final Year end trial balance after all adjustments are complete and General Ledger
3. List of Accounts Receivable at the year end
4. List of Accounts Payable at the year end
5. GST returns for the year
6. Profit & Loss statement
7. Balance Sheet
8. Federal / Provincial tax assessments and statements for the year
9. Details of Changes in shareholdings
10. Details of Shareholder Loans
11. Details of all Brokerage account transactions and GIC Holdings
12. Articles of Incorporation
13. Listing of Prepaid expense (insurance, memberships, etc.)
14. Copies of large asset additions
15. Balances of loan and copies of new loan agreements and lease agreements
16. Copy of source deductions and payroll remittances paid after year end
17. Details of Bad Debts
18. SR&ED backup and details