

# ITEMS REQUIRED FOR A REVIEW ENGAGEMENT

In order to assist in the preparation of a review engagement of financial statements for the year end the following documents and information should be provided to the accountant:

- Trial balance at year-end
- General ledger for the year
- Monthly financial reports prepared, including monthly financial statements and analysis of variances on a month-to-month basis
- Updated minute books to year end
- Bank reconciliation for all bank accounts as at year end, including copies of all bank statements. Ensure that the reconciled balance agrees to the general ledger
- List of outstanding cheques and deposits included in the bank reconciliation, with related back-up documents
- Cut-off bank statements and cancelled cheques for the subsequent period ending
- List of any term deposits, marketable securities and mutual fund investments as at year end including any supporting documentation
- Aged accounts receivable listings as at year end with a reconciliation of the balance to the general ledger
- Analysis of the provision for doubtful accounts, if any
- Detailed listing of other sundry accounts receivable balances as at year end together with any supporting documentation
- Detailed, priced inventory listing to the general ledger
- A continuity schedule of all prepaid expenses (property taxes, insurance), including an analysis of the related expense accounts
- Capital assets- continuity schedule from all prior year's ending balances, including additions and disposals during the year, to ending balances as at year end together with related accumulated amortization and amortization expense for the year
- Supporting documentation for additions and disposals to capital assets
- Aged accounts payable listing as at year end with a reconciliation of the balance to the general ledger
- Detailed listing of other sundry accounts payable balances as at year end together with any supporting documentation
- Detailed listing of accrued liabilities as at year end including any salaries and benefits, source deductions, vacation pay, professional fees, interest, GST, sales tax, and any other accruals that have been made, together with supporting documentation for those accruals in excess of \$1,000
- Listing of any unearned revenue as at year end.
- Schedule of commitments for the next five years for all leases, including copies of any new lease contracts/commitments
- Analysis of any significant changes in revenue and expenses, together with any supporting documentation, from prior year and from budget
- All other information that you may judge necessary