



Airways Business Plaza
200, 1935 - 32 Avenue NE
Calgary AB T2E 7C8
Phone 403-250-5111 Fax 403-291-0412

www.quonassociates.com
service@quonassociates.com

YEAR END CHECKLIST - Please place an x by anything applicable to you

CLIENT NAME:

CHECK IF APPLICABLE TO YOU

INFORMATION TO PROVIDE

DATA (ELECTRONIC OR OTHER)

PLEASE PROVIDE PRINT-OUTS, CD'S, USB STICKS OR MANUAL LEDGERS

SOFTWARE PROGRAMS

PLEASE PROVIDE NAME(S) OF PROGRAMS, VERSIONS AND PASSWORDS

BANK STATEMENTS, CANCELLED CHEQUES & DEPOSIT BOOKS

PLEASE PROVIDE THE LAST MONTH AFTER YEAR-END DATE

INVENTORY LISTING

PROVIDE DOCUMENTATION IE: COST, QUANTITY, ITEM NAME

ACCOUNTS PAYABLE LISTING

PROVIDE DOCUMENTATION IE: VENDOR NAME, INVOICE DATE AND \$\$

ACCOUNTS RECEIVABLE LISTING

PROVIDE DOCUMENTATION IE: CUSTOMER, INVOICE NUMBER, DATE AND \$\$



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INFORMATION TO PROVIDE

NEW ASSET PURCHASES

PROVIDE DOCUMENTATION IE: INVOICES

NEW LOANS OR FINANCE CONTACTS

PROVIDE DOCUMENTATION

PAYROLL INFORMATION / FORM PD7A FOR LAST MONTH OF FISCAL YEAR

PROVIDE DOCUMENTATION

GST REMITTANCE, FORMS FOR ALL QUARTERS OR MONTHS

PROVIDE DOCUMENTATION

WCB FORMS, T4'S, T5'S AND T5018'S - IF NOT PREPARED BY US

PROVIDE DOCUMENTATION

CONTACT INFORMATION FOR LAWYER TO PROVIDE US WITH MINUTE BOOK - OR PROVIDE MINUTE BOOK

ADDRESS OF LAWYER OR MINUTE BOOK

