



Required Paperwork

General Information

- Contact information of the Accountant
- Year End Journal Entries (if applicable)
- Accounting Systems back up file ~ please advise which version you are working with

Company Expenses

Auto Expenses

- Fuel
- Insurance
- Maintenance
- lease payments
- Specified % used for business only

Home Office

- Utilities
- Telephone
- Common area repair
- Home Owner: mortgage interest, strata fees, property & water taxes, insurance
- Renter: rent amount, insurance
- Specified % used for home office

General Business Expenses (just to name a few)

- Meals & entertainment
- Travel
- Advertising
- Professional: Accounting, Legal, consultants, etc.
- Business Development, R&D
- License, Memberships, etc.
- Office lease/rent
- Utilities
- Telephone
- Office supplies, equipment, maintenance
- Inventory expenses/purchases

Company Income

- Customer Invoices
- Receivables which are not customer invoices (i.e. Shareholder Advances, Investment deposits, etc.)

Statements

- Bank statements for all accounts with cheque stubs if available
- Credit Card Statements
- Loan statements
- Revenue Canada Statements (GST, Corporate Tax)
- Ministry of Finance Statements (PST)
- WorkSafe BC Statements