

**BCSun & Associates Inc. (BCSUN 聯合會計師事務所)**

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**Required information for fiscal year end for  
Compilation Engagement filing purpose**

**For corporation purpose**

- Minutes book—(if new clients)
- Previous year end financial statements and Corporate tax return (T2)—(if new client)
- Last year filing T4 or T4A, or T5 (if new client)

**For compilation engagement purpose only**

- Annual Sales Journal summary (Net sales, GST charged, PST charged)
- Bank Statements for last month of year end.
- Bank Reconciliation for last month (show outstanding checks info)
- Accounts Receivable Aged list
- Last period's Visa statement/ Visa Receivable / or Paypal as year end list
- Breakdown for Prepaid
- Summary List of Inventory as year end by category and also advise us your inventory accounting method, as weighted average method, FIFO, LIFO, or by lower of cost or fair value of replaceable.
- Accounts Payable aged lists
- Expenses paid by Visa or Cash summary by category, such as office supplies, mileage records, dinning receipts, travel (air tickets, hotels, car rental receipts) that need to be recorded as Due to shareholders
- Mortgage schedule (if have mortgage) showing year end balance
- Any new lease or rental contracts in this year
- Any major new purchase assets receipts copy.
- Accounting software file copy, if already entered into Sage 50 or Quick-book
- Last GST/HST remittance form copy (if have)
- Last PST remittance form copy (if have)
- Last Payroll source deduction PD7A filing copy (If have)
- Most updated year end T4 Payroll summary records.
- BC annual report filing copy, most up-to-date file records
- Any major shareholder or directors minutes, such as changes for shareholders, directors, dividends or manager bonus issued agreement, ....