SECTION LINE
BOOKKEEPING & PAYROLL

What to pull together for year-end

Ask your tax preparer which period, reports and file formats they need, and when they want the package.

Year-end date _____

Finish the last month’s books

- [ ] Reconcile bank and credit card accounts through year-end.
- [ ] Review unpaid invoices, bills and open payroll items. List anything you can’t resolve.

Gather the records that apply

- [ ] Save the requested financial reports and statements supporting the closing balances.
- [ ] Collect equipment purchase and sale invoices, financing agreements and lender statements.
- [ ] Gather payroll summaries, sales tax filings, confirmations and the dated inventory count where applicable.

Send a short handoff note

- [ ] List what changed, what’s missing and what you’d like your preparer to check.
- [ ] Send your package securely and keep a copy of what you sent.

Questions and missing documents

Print reference: search Canada.ca for the CRA titles below.

Business records Inventory and cost of goods sold

Want help with this? Visit the Contact page on the Section Line website.