

## Documents for the year end of a company

- Minute book
- Trial balance
- Bank reconciliation
- Photocopy of the bank's statement
- List of accounts receivable
- List of stocks
- Detailed calculation of prepaid expenses
- Photocopy of acquisitions for fixed assets of the year
- List of accounts payable
- Photocopy of the last payroll deductions of the year
- Photocopy of the sales tax reports for the whole year
- Photocopy of the federal and provincial notice of assessment for the previous year
- Wages reconciliation summary by employee
- Print the detail of the general ledger for the following accounts :  
Corporate federal and provincial income tax, professional fees intercompany balances