



# Interior Tax & File

SMALL BUSINESS SERVICES INC.

245 - 1855 Kirchner Rd., Kelowna, BC V1Y 4N7  
 Phone 250.762.6604 Toll Free 1.888.762.6604

“Company Name”					
Year End Information Required for “Year _____”					
			Required	Supplied	Returned
<b>1</b>	<b>Accounting Records</b>				
	<b>a</b>	Computer disk & annual ledger printout (if applicable)			
	<b>b</b>	Bank synopsis (if applicable)			
	<b>c</b>	Bank statements, cheque stub, returned cheques and deposit books			
	<b>d</b>	Sales synopsis or sales invoices			
	<b>e</b>	Cash & credit card expenses (not included in the above)			
	<b>f</b>	Home office expenses (not included in the above)			
	<b>g</b>	Vehicle expenses (not included in the above)			
	<b>h</b>	Payroll records (not included in the above)			
<b>2</b>	<b>Bank and Cash</b>				
	<b>a</b>	Bank statements - Y/E month			
	<b>b</b>	Bank statements - Y/E subsequent month			
	<b>c</b>	Cash on hand at year-end			
	<b>d</b>	Bank confirmations (if applicable)			
<b>3</b>	<b>Accounts Receivable</b>				
	<b>a</b>	Detailed accounts receivable listing			
	<b>b</b>	Doubtful accounts			
<b>4</b>	<b>Inventory</b>				
	<b>a</b>	Physical inventory count sheets			
	<b>b</b>	Method of costing (ie: cost, freight, retail)			
	<b>c</b>	Slow & obsolete inventory			
<b>5</b>	<b>Prepaid Expenses</b>				
	<b>a</b>	Insurance invoices and related policies			
	<b>b</b>	Other prepaid invoices - detail (ie: rent deposit)			
<b>6</b>	<b>Capital Assets</b>				
	<b>a</b>	Invoices on asset additions (over \$200)			
	<b>b</b>	Sales documentation on any selling of assets			
<b>7</b>	<b>Bank indebtedness (Overdraft or Lines of Credit)</b>				
	<b>a</b>	Credit facility documentation (amount, security, etc.)			
	<b>b</b>	Statement (if applicable)			

