

## Compilation engagement checklist

### **Documentation Required Electronically:**

- Bank statements for the entire year
- Bank statement for the last month of the prior year
- Bank statement for the first month of the following year
- Bank reconciliation for the year
- Cheque stubs and deposit books for the year
- Paid purchase invoices
- Sales invoices
- List of accounts receivable at year end
- List of doubtful accounts at year end
- Inventory count list at year end
- List of accounts payable at year end
- Copy of current insurance policies
- Copy of invoices for major asset purchases or lease agreements
- Copies of GST returns for the year
- Copies of Notice of Assessment (Federal & Provincial)
- Copy of T4 summary and T4s

*Please provide items/documents related to your business ONLY*

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