

MEMO: Request for Information

I am currently planning the year end compilation engagement for your company. In this regard, I am providing the following list of information that I will require. To allow for the timely commencement of the engagement, please compile this information as soon as possible after your year-end. We request that, to the extent possible, these items be provided in electronic format with documentation of software versions and passwords as I maintain the working papers in electronic format.

Please note that the year end tax return is due to be filed 6 months after the year end date and generally the **taxes are due 3 months after the year end date**. I will need several weeks to complete the corporate tax return and year end financial statements assuming all of the paperwork is provided.

Please provide the following information at your earliest convenience:

General

- Trial balance at year end
- Detailed general ledger for the year and for the month subsequent to year-end
- Backup of the electronic version of your bookkeeping software including:
 - User name: _____
 - Password: _____

Cash / Bank Indebtedness

- Bank statements at year-end
- Year-end reconciliations for all bank accounts

Accounts receivable

- A list of aged accounts receivable by customer. Please indicate any doubtful or uncollectible accounts

Prepaid expenses

- A continuity schedule of prepaid expenses and deposits at year-end such as property and business taxes, insurance workers compensations, etc.

Capital Assets

- A list of capital assets bought or sold during the year together with an indication of the cost and/or proceeds
- Copies of any vehicle and equipment leases signed during the year

Accounts Payable and accrued liabilities

- A detailed listing of accounts payable at year-end, broken down as follows (enclose copies of supporting documents for all items except trade payables)
- Copies of all GST, PST, and WCB reports submitted to the Canada Revenue Agency, BC Ministry of Finance, and WorkSafe BC during the year

Equity

- Copies of any changes to the incorporation certificate, articles of incorporation, company share register

Question	Your response
	Please enter " <u>Correct</u> " if our assumptions are correct.
1. Please confirm you would like financial statements for this company (if you don't need them, please don't answer the remaining questions)	<i>Answer required.</i>
2. Intended use of financial information:	
i. We have assumed that your financial information will be primarily used by you and the CRA. Is this correct?	<i>Answer required if answer to #1 is yes</i>
ii. We have assumed that your financial information will not be used by any third parties (i.e. banks, prospective new shareholders, and other parties). Is this correct?	<i>Answer required if answer to #1 is yes</i>
iii. If any third party will be using the financial information, will you:	
a. Provide them access to your records and accounting system if they request it?	<i>Answer required if answer to #1 is yes</i>
b. Ensure they understand/agree with your basis of accounting?	<i>Answer required if answer to #1 is yes</i>
3. Expected basis of accounting:	
i. We have assumed you do your bookkeeping/accounting on a cash basis for revenues, expenses, capital assets and payables. This means that you record transactions based on when the bank account/credit card is impacted. No accruals are made for any items. Is this correct? If this is not correct, please list any accruals you make.	<i>Answer required if answer to #1 is yes</i>
ii. Who does your bookkeeping and what program do they use?	<i>Answer required if answer to #1 is yes</i>
4. Please describe any significant changes to your business (i.e. major new product lines, large increase revenues, large number of new hires, etc).	<i>Answer required if answer to #1 is yes</i>

If you would like to forward the information to me electronically, please let me know and we will set up a client portal to accommodate that, otherwise you are free to drop off any paperwork and flash drives at:

#308 - 1726 Dickson Ave, Kelowna, BC

Or

2020 JokMar Court, West Kelowna, BC

If you already have a client portal, here is the link for your convenience:

<https://jenniferjackson.cchifirm.ca/clientportal/>

Talk to you soon