



Dear Sir/Madam:

Thank you for allowing us to act as your accountants.

In preparation for your year end engagement we will require the following information (please regard any items that are not applicable to your company):

- **Backup copy of our accounting software** (with any applicable passwords).
- **Bank Statements for the year end month and the month following year end**
- **Credit Card Statements for the year end month and the month following year end**
- A copy of all investments statements for the year
- A copy of the year-end regular accounts receivable listing with aging, indicating any amounts which may not be considered collectible (doubtful accounts)
- A list of prepaid expenses and deposits
- A complete list of the inventory, showing the quantity on hand, the unit cost and the extended value, and indicating any old or obsolete items
- **A list of capital assets purchased and sold, with supporting documents**
- A list of trade accounts payable and other payables (i.e. source deductions)
- A copy of any GST returns completed during the fiscal year-end
- A copy of all new leases entered into and debt (callable or long-term) obtained during the year
- Details of shareholders' loan accounts to the year-end
- **A printed trial balance**, either in printed or electronic format
- A copy of the prior years' corporate Notices of Assessments (both federal and provincial)
- **A copy of your Articles of Incorporation and corporate minute book**

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info@rfllp.ca

Please provide a response and submit to us with any applicable items:

- Any major changes in the business during the year?
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- Any significant events after the year end for us to be aware of (ex. Lawsuits, changes in business operations, etc.)?
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- Any problems with the bookkeeping that we need to address or that you need assistance with?
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- Any other concerns or issues?
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Please submit the year end records to our office at your convenience. (Please note the due dates for tax installments is three months after year end, and for tax filing is six months after year end. Our office usually requires approximately four weeks for year-end preparation).

Electronic documents can also be submitted through your client portal, should you require an invitation please contact our office. Should you require a year end entry meeting to discuss changes to the company or any issues or concerns please contact our office to schedule.

If you have any questions, please feel free to contact our office at (780)987-2280(1) or info@rflp.ca Thank you for your assistance in these matters.

Yours truly,

Reschke Fritz LLP
Chartered Professional Accountants

