

LOUIS T PICCO*
CHARTERED ACCOUNTANT

RE: **IT'S YOUR YEAR END!** 😊

Dear Client,

It is time to gather and prepare your fiscal year end information for our review. In order to assist you (and us), we have prepared a list of information that you normally provide in order for us to complete your year end return:

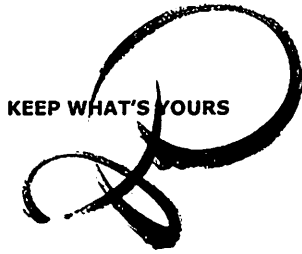
Information to send to us:

1. Financial Information – from your accounting system
 - a. Income Statement and Balance Sheet;
 - b. Trial Balance;
 - c. General Ledger (Shows all the transactions for the year)
2. Bank Information
 - a. Fiscal month end bank statement and subsequent bank statements
 - b. Bank reconciliation for the last period in the fiscal year
 - c. Other bank information (All bank statements, cheques, deposit books) if we are doing your bookkeeping for the year
3. Investment Information
 - a. Please provide all of you investment summaries for the year for each account
4. Accounts Receivable (A/R)
 - a. Please provide an aged accounts receivable list
5. Inventory Lists
6. Fixed assets additions
 - a. Please provide all invoices for fixed assets that have been purchased that are in excess of \$2000.00
7. Accounts Payable (A/P)
 - a. Please provide an aged accounts payable list.

SUITE 223
1433 LONSDALE AVENUE
NORTH VANCOUVER BC
CANADA V7M 2H9

T:604.998.0545
F:604.998.0546
C:604.710.0651

E:LOUIS@LOUISPICCO.COM
DENOTES PROFESSIONAL CORPORATION*



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8. GST/PST

- a. Please provide any GST and PST returns filed during the year.
- b. Also any correspondences received.

9. Corporate Taxes

- a. Please provide any corporate tax correspondences that have been received during the year

10. Loans

- a. Please provide any bank loan information received during the year, or a statement of the loan balance at the fiscal year end date

11. Shareholder Loan Information

- a. Please provide any additional expenses paid by the shareholders that have not been summarized in the accounting records. For example: additional auto, meals, travel, home office, or other expenses.

12. Special/Large Transfers

- a. If the company has made any large or unusual transactions please do not hesitate to give us this information.

Thank you for taking the time and effort to carefully prepare you yearend package. We hope that this checklist has assisted you and we definitely appreciate your help.

Yours truly,

Louis Picco, CPA, CA
Louis T. Picco, Inc.

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