COAST MOUNTAIN ACCOUNTING

CPA CHARTERED PROFESSIONAL ACCOUNTANTS

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Corporate Year-End Questionnaire

Please complete the fields below (click a field and type, or choose from the drop-down lists), save the file, and email it back to us. Fields marked with * are required on our online form.

How to return this form

Please email the completed form to info@coastmountainaccounting.com. Questions? Call 778-887-4664

A few quick questions to help us prepare your year-end financial statements. Most are yes/no and it takes about 5 minutes. If something changed this year, a short note is plenty; we'll follow up if we need more.

1. About your business

Business legal name *

Year-end date *

Your name *

Email *

Contact for tax matters (if not you)

Q0. Is this your first year-end with us, or has any of the basic information below changed? *

Select...

Please tell us: who the shareholders and directors are (and % owned), what the business does, your website (if any), your accounting software, and your bookkeeper, bank and lawyer. First year with us? Please also add: incorporation date and province (or federal), whether a T2 has been filed before, corporation type (CCPC or other), any year-end change, and send last year's T2 and Notice of Assessment.

2. How you'll use your financial statements

Q1. Will anyone besides you and the CRA use your financial statements this year (for example a bank, lender, landlord, investor or broker)? *

Select...

If yes: Who, and what for?

Q2. Has a bank, lender or agreement asked for the statements to be prepared in a specific way or by a certain date? *

Select...

If yes: Please describe the requirement.

Q3. Which basis of accounting do you select for this year's financial statements? *

Select...

If Other or Not sure: Tell us a little more and we'll talk it through with you.

3. Your business this year

Q4. Did the main activities of your business change this year (new products, services, locations or lines of business)? *

Select...

If yes: Please give details

Q5. Were there any changes to the owners, shareholders or directors? *

Select...

If yes: Please give details

Q6. Did the business buy or sell any major assets (vehicles, equipment, property) or take on or repay any loans? *

Select...

If yes: Please give details

Q7. Were there any money transactions between the business and its owners, family members or related companies (loans, personal expenses paid, dividends, management fees)? *

Select...

If yes: Please give details

Q8. Was there anything unusual or one-off this year (a lawsuit, insurance claim, grant, CRA letter or big contract)? *

Select...

If yes: Please give details

Q9. Did your bookkeeper, accounting software, bank or lawyer change this year? *

Select...

If yes: Who or what is new?

Q10. At year-end, did the business have any of the following?

- [ ] Inventory on hand
- [ ] Customer invoices not yet paid
- [ ] Bills not yet paid
- [ ] Work in progress or deposits received
- [ ] None of these

4. Keeping things objective

Q11. Does anyone at the business have a family or financial connection to anyone on our team (other than being our client)? *

Select...

If yes: Please give details

Q12. If we suggest any year-end adjustments or estimates, will you (or someone you name) review and approve them before your statements are finalized? *

Select...

If no: Who should approve them?

5. Tax

Q13. Were there any big changes in control or structure this year (sale of control, amalgamation, wind-up or moving outside Canada)? *

Select...

If yes or not sure: Please give details

Q14. Do you, or anyone related to you (spouse, parents, children, siblings), own 25% or more of another company? *

Select...

If yes: Company name and relationship

Q15. Does the business own shares in any other company (Canadian or foreign)? *

Select...

Q16. Does any shareholder with voting shares live outside Canada? *

Select...

Q17. Did the business earn income outside Canada, or make payments to anyone outside Canada? *

Select...

If yes: Please give details

Q18. At any time this year, did the business own foreign property costing more than $100,000 CAD (e.g. foreign bank accounts, shares or real estate)? *

Select...

Q19. Did the business operate in more than one province? *

Select...

If yes: Which provinces?

Q20. Did the business earn income from websites or online sales? *

Select...

If yes: About what % of sales?

Q21. Did you write off any customer invoices you won't collect? *

Select...

Q22. Was a vehicle bought, sold or used for the business? *

Select...

If yes: Details (please email your automobile log)

Q23. Has the head office, mailing or records address changed? *

Select...

If yes: New address

If we don't keep your books, please also email your year-end trial balance and general ledger.

6. Confirmation

☐ Q24. I confirm that my answers are complete and accurate to the best of my knowledge, and that the basis of accounting I selected in Q3 is appropriate for the use described in Q1 and Q2. Our Engagement Letter sets out the rest of our responsibilities. *

Name of person confirming *

Date *

When finished, save this file and email it to info@coastmountainaccounting.com.

Please do not include your SIN, business or CRA account numbers, or banking details in this file. Call us at 778-887-4664 if we need them.

Office use only

Q# = question in this questionnaire; s# = Engagement Letter section. For Coast Mountain Accounting use; clients please leave blank.

- [ ] Acceptance: no reason to decline; business, records and policies understood (Q0–Q10).
- [ ] Basis is appropriate for the intended use and not misleading (CSRS 4200); Note 2 describes it (Q1–Q3).
- [ ] Independence: bookkeeping/tax threats, fee dependence and safeguards considered (Q11).
- [ ] Issues found, adjustments and estimates resolved and approved by management, with support (Q12; s7).
- [ ] Tax items reviewed: associated corps/business limit, T1135, instalments checked in CRA (Q13–Q23).
- [ ] Management acknowledged the final statements (Engagement Letter s8); report dated and issued.

Preparer / Partner initials and date

Notes