

CHOQUETTE AND COMPANY ACCOUNTING GROUP INC.

10662-240A St
Maple Ridge BC Canada
V2W 2B1

Phone: (604) 463-8202
Toll-Free: 1-800-667-9254
Facsimile: (604) 463-8210
Web Site: ChoquetteCo.com
E-Mail: info@ChoquetteCo.com

Financial Statement/Bookkeeping Checklist

As your accountant, we must remind you that timely reporting is mandatory to ensure compliance with applicable government agencies. Please use the enclosed checklist to ensure that you provide us with all of the applicable documentation:

- | <u>Included</u> | <u>Description of Documentation</u> |
|---------------------------------|--|
| <input type="checkbox"/> | Sales and Revenue invoices. |
| <input type="checkbox"/> | Expense receipts used within or paid by the business. |
| <input type="checkbox"/> | Cheque stubs for all business bank accounts. |
| <input type="checkbox"/> | Deposits slips for the above period for all bank accounts. |
| <input type="checkbox"/> | Banks statements for all business bank accounts. |
| <input type="checkbox"/> | Cheques (returned from bank) for all business accounts. |
| <input type="checkbox"/> N/A[] | Home based office information: |

Home based office size in square feet: _____

Total square footage of house: _____

If rented, total annual rent: _____

If owned, total annual mortgage interest: _____

Home based office information continued:

Annual house insurance: _____ Annual property taxes: _____

Annual strata fee's: _____ Annual utilities: _____

- Fixed Assets purchased (**This includes assets that were owned by the owners of the business but are now used by the business**):

Description of Fixed Asset Purchased	Date Purchased	Value (less GST)	GST
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- Fixed Assets sold:

Description of Fixed Asset Sold	Date Sold	Value (less GST)	GST
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N/A

Use of Personal Automobile within your business:

If automobile receipts are enclosed, are they:

all of the automobile receipts for the whole year (personal and business)

only those receipts for business use.

Total kilometers driven by your auto for the whole year (personal and business): _____

Total kilometers driven by your auto for business purposes only: _____

Be sure to include your automobile insurance, aircare receipt, parking, fuel/oil, maintenance and cash wash receipts.

All bookkeeping ledgers that have been completed within your business. **If these ledgers are in computer format, please enclosed a diskette containing the applicable data files.**

Any government documentation received by your business within the above period.

Cash transactions (no receipts):

Description of cash transactions	Date	Value (less GST)	GST

[] Additional questions or additional information to assist us in the preparation of your business accounting:

Once you have compiled the above information, please continue by either:

A. Delivering this information to our office: 10662-240A Street Maple Ridge, BC V2W 2B1

or:

B. Contact Purolator Courier at: 1888-744-7123 and provide the following information:

- 1. Your Name and Address and telephone number.*
- 2. Our address: 10662-240A St Maple Ridge, BC V2W 2B1 (604) 463-8202*
- 3. Our Purolator account number: 1-3621123*
- 4. If you require a waybill, please request this. When filling out the waybill, please state that the courier can be billed to the Receiver (us).*

or:

C. Go to the Purolator web site: <https://shipnow.purolator.com> and complete the above.

Once we receive the above documentation, we will review this documentation and contact you to confirm the advancement of this accounting engagement. This will also include confirmation of the fee for this service. If you should not wish to have the above accounting work completed, it is mandatory that you provide our office with an explanation as to your decision.

We would request that this courier be received in our office within the next 10 days. If you should have any questions, please contact us.

Sincerely,

CHOQUETTE & COMPANY ACCOUNTING GROUP INC.

Andre N. Choquette
Principal