Gondaliya CPA
Your Growth Partner

Catch-Up and Audit Risk Checklist

Gondaliya CPA Professional Corporation · Registered Ontario CPA Firm

Twelve things to put in order

For incorporated businesses in Canada. Current to 6 November 2026.

- [ ] **File every outstanding year, oldest first**
  An open year is the thing that keeps the risk alive.
- [ ] **Answer the first CRA letter, not the third**
  Delay turns a question into a process.
- [ ] **Make the books agree with what was filed**
  A difference nobody can explain is what draws attention.
- [ ] **Reconcile shareholder loans with dates**
  Draws never repaid are a recurring finding.
- [ ] **Separate personal and corporate spending**
  One account for everything is the expensive pattern.
- [ ] **Keep supporting records for six years**
  And keep them findable, not just kept.
- [ ] **Check GST/HST agrees with the T2**
  Mismatches between the two are easy to spot.
- [ ] **Check payroll remittances and slips match**
  T4s have to agree with what was deducted.
- [ ] **Document anything unusual while you remember it**
  A large transfer explained later is harder to explain.
- [ ] **Confirm which years CRA still shows as open**
  Against their record, not your recollection.
- [ ] **Agree the fee before any work begins**
  Fixed and annual, shown before tax.
- [ ] **Settle who deals with CRA if they write**
  Representation should be part of the engagement.

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