

# Compilation Report Prep Checklist

Six things to gather before your CPA compilation — Gondaliya CPA, Toronto.

Bring this to your first call. Having these six items ready moves your compilation straight to assembly under CSRS 4200 and shortens turnaround. Tick each box as you collect it.

- 1. 12 months of bank statements**  
Needed to reconcile cash for the full fiscal period. Download every account, do not skip a month.
- 2. Credit card statements**  
Capture business expenses. Include any personal cards used for business.
- 3. QuickBooks or Xero access**  
Your source books. Reconcile before sharing so the engagement is assembly, not cleanup.
- 4. Prior-year financial statements**  
Used to confirm opening balances. Always include them, even from a prior accountant.
- 5. Loan and lease agreements**  
Needed to record liabilities correctly. Provide the full terms, not just the balance.
- 6. Intended-user note**  
Name the lender or party who will rely on the statements. This is a CSRS 4200 acceptance condition.

## PRO TIP

Keep your books reconciled monthly. Most cost and delay come from cleanup, not the report.

## What happens next

- 1** Book a free consultation
- 2** Send your six items
- 3** Get your lender-ready report

Ready to start? Book a free consultation and we will confirm exactly what your file needs.

## Gondaliya CPA Professional Corporation

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