

CRA Review Readiness Checklist

Ten checks before a CRA review letter arrives

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The work belongs before the letter, not after it. Work through these ten items before your consultation so the records can be assessed accurately.

- ☐ **1 Reconcile every bank account**
Match recorded entries to the statements.
- ☐ **2 Reconcile the credit cards**
Expenses matched to receipts and sorted.
- ☐ **3 Rebuild the payroll registers**
Director liability sits here under s.227.1.
- ☐ **4 Check T4 and T4A slips agree**
Employee income against deductions sent.
- ☐ **5 Reconcile GST/HST net tax**
Collected tax against input credits claimed.
- ☐ **6 Document any missing receipts**
Supplier statements plus written notes.
- ☐ **7 Separate personal from business**
Mixed accounts take the longest to unpick.
- ☐ **8 Post the adjusting entries**
Accruals, revenue corrections, reclassing.
- ☐ **9 Finalise the trial balance**
No unexplained differences remaining.
- ☐ **10 Note any CRA deadline**
A letter changes the plan entirely.

PRO TIP

Write the explanation for a missing receipt when you find the gap, not when CRA asks.
A contemporaneous note attached to the bank entry carries more weight than a later one.

What happens next

- 1** Free consultation
- 2** Flat fee, HST included
- 3** Review-ready

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