

# Dance School Year-End Checklist

Ten checks for your studio

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Work through these across the year, not in April.

Have you earned it yet, and is it taxable? Start there.

☐ **1 GST/HST status confirmed**  
Recreational, syllabus and camp supplies reviewed.

☐ **2 Credits apportioned**  
Split where you make taxable and exempt supplies.

☐ **3 Registration deferred**  
Season money released as classes are taught.

☐ **4 System reconciled**  
Registration export matched to recorded revenue.

☐ **5 Processors at gross**  
Fees expensed, chargebacks reversed.

☐ **6 Costumes counted**  
Stock valued, unsold items written down.

☐ **7 Collections separated**  
Agent money held apart from your own revenue.

☐ **8 Instructors classified**  
Timetabled teachers tested against CRA factors.

☐ **9 Staff benefits reported**  
Free classes included on the T4.

☐ **10 Assets split**  
Class 13 for fixed, Class 8 for free-standing.

#### PRO TIP

The under-15 exemption applies to public sector bodies, not private for-profit studios. Confirm your own status first.

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