Annual Accounting Calendar

JAN

- Close last year's books
- Update budgets and goals
- Review financial statements
- Prepare for tax season

FEB

- Issue T4 and T4A slips (due Feb 29)
- Reconcile accounts
- Gather receipts and deductions

MAR

- File T4/T4A Summaries
- Submit GST/HST returns
- Prepare corporate tax documents

APR

- File by April 30
- Pay balance owing
- Review Q1 results and cash flow

MAY

- Check budget performance
- Adjust spending plans
- Review payroll and remittances

JUN

- File self-employed taxes (June 15)
- Submit Q2 GST/HST
- Review inventory and goals

JUL

- File self-employed taxes (June 15)
- Submit Q2 GST/HST
- Review inventory and goals

AUG

- Backup data
- Review software integrations
- Categorize uncoded transactions

SEP

- Set final quarter targets
- Review tax instalments
- File Q3 GST/HST if needed

OCT

- Review deductions and expenses
- Update financial reports
- Meet with your accountant

NOV

- Organize receipts
- Collect overdue payments
- Finalize bonuses and adjustments

DEC

- Reconcile all accounts
- Review performance
- Set new year goals