

2024 Personal Financial Checklist

For Business Owners and High-Net-Worth Individuals



January

- Reflect back on 2023:**
 - Review prior year's investment portfolio and discuss your 2024 strategy with your Portfolio Manager.
 - **Life events:** If any significant changes or life events occurred – births or deaths, buying or selling of material assets – be sure to revise your Will and Powers of Attorney to reflect current wishes.
- Review assets and liabilities for all family entities (i.e. trusts, corporations, family members).
 - Effectively redeploy cash balances to reduce debt or to obtain higher returns.
 - Minimize non tax-deductible debt and consolidate where appropriate.
 - Consider converting non-deductible debt to tax deductible debt
 - Assess short-term liquidity needs; set aside emergency funds covering a minimum 3 months of living expenses.
- Pay interest on prescribed rate loan by **January 30th**.
- Establish priorities for charitable giving. Revise pre-authorization of payments for changes in giving.
- Consider making a 2024 RRSP contribution early in the year to take advantage of tax-free growth.
 - Maximum RRSP contribution limit for 2024 is \$31,560.

February

- Maximize RRSP and TFSA contributions to take advantage of tax-sheltered compound growth.
 - The 2024 TFSA contribution room is \$7,000. Top up unused contribution room accumulated since 2009 and re-contribute any withdrawals from previous years. Cumulative TFSA contribution room is \$95,000.
 - RRSP contribution deadline is **February 29th**; maximum contribution limit for 2023 is \$30,780.
- Consider opening TFSA and FHSA for children over the age of 18. RRSPs could be considered if a child is earning income, regardless of age.
- Contribute to RESPs early to take advantage of compounding. Review past unused contribution room, as one year's contribution can be carried forward in a given year to receive government grant.
- Collect receipts and other information for tax filings due in March (trusts) and April (personal).

March

- For taxpayers remitting quarterly, the first tax installment due is on **March 15th**.
- File trust tax and information returns by **March 30th**, no later than **90 days** after year end.
- Review enhanced trust reporting requirements for tax years ending after December 30, 2023. Evaluate the continued effectiveness of your trusts.

April

- File personal tax returns by **April 30th** for all family members.
- Pay any outstanding tax liabilities by **April 30th** (April 15th for individuals who have U.S.-source employment income).
- Revise personal tax installments for the balance of the year.
- Discuss income/family expectations for university/college children returning home to set expectations for the summer and September enrollment.
- Review **Q1 investment portfolio** results.

May

- Review life and disability insurance needs and coverage.
- Review your notice of assessment and take appropriate action, if needed.

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- June**
- Second quarter installment due on **June 15th** for taxpayers remitting quarterly.
 - File personal tax return by **June 15th** if self-employed or U.S. tax return if you do not have U.S.-source employment income (deadline extended to June 17th).
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- July/
August**
- Review **Q2 investment portfolio** results.
 - Consider mid-year reflection on personal, business, family and financial goals, philanthropic/stewardship objectives etc. and develop action plan for implementation in Q3 and Q4.
 - Determine most effective tuition funding strategy for upcoming school year. Review student living accommodation and opportunities to buy vs. rent.
 - Encourage and support your children in establishing their own savings and investment plans.
 - Life events:** If any significant changes or life events occurred – births or deaths, buying or selling of material assets – be sure to revise your Will and Powers of Attorney to reflect current wishes.
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- September**
- Third quarter installment due on **September 15th** for taxpayers remitting quarterly.
 - Review Shareholders' agreement for business owners.
 - Consider the merits of incorporating and/or an estate freeze.
 - Consider transferring property to other family members to minimize current and future tax liability. If you have a child turning 18, there are additional opportunities.
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- October**
- Review **Q3 investment portfolio** results.
 - Review your and your dependents' medical expenses and potential disability tax credit benefits with your accountant.
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- November**
- Begin year-end tax planning:
 - Review unrealized capital gains and losses on investment portfolio and take appropriate action to minimize taxes for the current and prior years.
 - Consider donating to your charity of choice or a Donor Advised Fund to help reduce income tax.
 - Consider flow through shares or other tax sheltering opportunities.
 - If you realized a capital loss on a disposition of securities, you need to wait 31 days after the settlement date of disposition before re-acquiring any identical securities.
 - Ensure minimum RRIF and IPP withdrawals are made prior to year end.
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- December**
- Last installment due on **December 15th** for taxpayers remitting quarterly.
 - Make all charitable donations, TFSA, FHSA and RESP contributions by **December 31st**.
 - Ensure IPP contributions are made by **December 31st** or fiscal year end.
 - Review bonus/dividend policy for your company with your accountant.
 - Ensure amounts paid or payable from trusts to beneficiaries are properly documented.
 - Review any existing tax planning strategies, including Tax on Split Income rules.
 - Any loans from the company to shareholders should be eliminated prior to fiscal year-end, otherwise shareholders may be deemed to receive a taxable benefit equal to the value of the loan.
 - Final review of tax loss selling opportunities; losses could be carried back to shelter gains from prior years.
 - If using a company car, advise employer in writing regarding reduced auto benefit (if eligible).
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- Milestone Birthdays**
- At age 18, beneficiaries generally take ownership of In-Trust-For account.
 - OAS and CPP benefits typically begin at age 65. Consider receiving CPP benefits early (age 60) or delay OAS and CPP in exchange for the higher monthly amounts.
 - Benefits do not begin automatically; you must apply to receive benefits.
 - December 31st** of the year you turn 71 is the last day you can contribute to your own RRSP.
 - If over 40, consider setting up an Individual Pension Plan or Retirement Compensation Arrangement.
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