



YEAR END BUSINESS ACCOUNTS - TRADING ENTITY CLIENT CHECKLIST

Entity Name

Please complete your contact details below to ensure our database is up to date:

Address

Email Phone

	CLIENT TO COMPLETE
<p>Do you require your accounts by a due date or for a particular purpose (E.G. Finance applications)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Date Required: _____</p>
<p>Do you have a MYOB, QuickBooks, Xero, Reckon or other file?</p> <p>Are you using Online Version?</p> <p>Please contact us if you are using a program other than the above so we can advise you what reports we will need.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes - Please speak to you accountant about sending file user invite to allow us to access your file.</p> <p>If No - see next question</p>
<p>Back up copy uploaded to our secure area.</p> <p>Once uploaded please ensure NO changes are made to this file for dates prior to 30 June 2021.</p> <p>If changes are made this is likely to result in extra work on your accounts which will be reflected in our fee.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please advise following details:</p> <p>Version : _____</p> <p>User Name : _____</p> <p>Password : _____</p>
<p>Do you use a bookkeeper?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name : _____</p> <p>Phone No. : _____</p>
<p>Have you changed bookkeepers or accounts procedures during the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please ensure that the Debtor and Creditor balances per Trial Balance/Balance Sheet match your Accounts Receivables and Accounts Payables reports as at 30 June 2021.</p> <p>Please review these balances prior to sending your information into the office.</p>	<p>Debtors Match <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Creditors Match <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please ensure each bank account is reconciled to 30 June 2021 and this reconciles to your bank statement balance.</p>	<p>Reconciles <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Number of Accounts: _____</p>

<p>Please provide a copy of all bank accounts (including any loans) showing balance at 1 July 2020 and 30 June 2021.</p>	<p>Attached <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Statements: _____</p>
<p>Do you carry Stock on Hand (SOH) or Work in Progress (WIP)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Cost Value at 30 June 2021?</p>	<p>SOH : \$ _____ WIP : \$ _____</p>
<p>Do you use a Motor Vehicle in your business? If you have more than 1 Motor Vehicle please attach this information on a separate sheet.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Make : _____ Model : _____ Date Purchased: _____</p>
<p>Total cost of MV Please supply a tax invoice if available.</p>	<p>\$ _____</p>
<p>Do you have a log book?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If YES - please attach. If NO - approximately how many business kms would you travel in the vehicle per week? _____ kms on average for _____ weeks of the year.</p>
<p>Is the vehicle financed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If YES - please provide finance documents.</p>
<p>Did you <u>sell</u> any Motor Vehicles or other assets during the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Number of items sold _____.</p>
<p>Please provide details of what was sold, date, proceeds received and any finance paid out.</p>	<p>Details attached for each <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you <u>purchase</u> any Motor Vehicles or other assets for business during the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Number of items purchase _____.</p>
<p>Please provide details of what was purchased, including invoices & finance details.</p>	<p>Details attached for each <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you <u>purchase</u> any property during the financial year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide: Address: _____ _____ Copy of the Contract <input type="checkbox"/> Yes <input type="checkbox"/> No Settlement Statement <input type="checkbox"/> Yes <input type="checkbox"/> No Legal Fees Invoice <input type="checkbox"/> Yes <input type="checkbox"/> No Copy of Loan Statement <input type="checkbox"/> Yes <input type="checkbox"/> No From the time of the loan to 30th June 2021</p>

<p>Did you <u>sell</u> any property during the financial year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES please provide:</p> <p>Address: _____</p> <p>_____</p> <p>Copy of the Contract <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Settlement Statement <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Legal Fees/ Agent Commissions <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Copy of any Bank/ Loan Statement <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1 July 2020 until loan paid out</p> <p>Details of where <input type="checkbox"/> Yes <input type="checkbox"/> No proceeds were banked (paid off loan, to yourselves etc)</p>
<p>Have you restructured/refinanced any loans/finance facilities during the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES - please provide details and statements for both the old and new facilities.</p>
<p>Did you <u>purchase</u> or <u>sell</u> Share or investments during the financial year?</p> <p>E.G. Shares, Managed Funds, Term Deposits, etc</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, provide number : _____</p> <p>Please provide settlement statements</p>
<p>Did you receive any dividends or distributions during the year?</p> <p>Most listed companies pay 2 dividends per year. For managed funds please provide a copy of Annual Tax Statements.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES - please provide statements</p> <p>Attached <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are your superannuation contributions paid to date?</p> <p>Payment for June quarter should be paid in full by 28th July 2021.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If NO - please advise when payments were made</p> <p>_____</p> <p>Have you lodged a Superannuation Guarantee Charge Statement for each quarter that your super was late?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Have you lodged your PAYG Payment Summaries/ completed STP finalisation for the year ended 30 June 2021 with the ATO?</p> <p>For employees, other than directors/related parties, PAYG payment summaries/STP finalization must be provided by the employer no later 14th July 2021.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES - please provide a copy of the summary</p> <p>If NO - please ensure you include these documents with your paperwork if you need us to prepare for you.</p>
<p>Did you receive Jobkeeper subsidy for any part of the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Any Additional Notes for your client manager?

Our intention for **2021** financial year is to attend first to work received in a complete and comprehensive fashion. If we receive incomplete documentation, or your figures do not agree with your data files, our staff will contact you to fix these problems before we start preparation. Your accountant will not be starting work where there is missing or inadequate information.

We respectfully encourage you to work slowly through your checklist and make sure everything has been sent to us in the first instance.