

CHECKLIST FOR A COMPANY/TRUST FINANCIALS & TAX RETURN

Please provide the following

- A copy of the accounting file or online access including
 - Details on the program (MYOB / Xero / Saasu etc.)
 - Password if needed
- Bank statement and bank reconciliation at 30th June for each bank account
- Any of the information below if not included in your accounting software

Additional Information

- Income for the year from all sources
 - Sales
 - Contract Income
 - Investment Income
 - Dividend Statements
 - Annual statements for managed funds and trusts
 - Rental income and expenses
 - Interest income
 - All other income including insurance proceeds
- All business related expenses
 - Note whilst entertainment expenses and fines will be included in the preparation of financial statements they are generally not an allowable tax deduction
- A list of debtors that owe money to the business as at 30th June
- A list of business bank accounts, term deposits, credit card holdings, loans and statements for all the accounts for the year ending 30th June
 - Please provide details on any income or expense transaction that would not be easily identified
- Any loans to or from any other entities including related parties
- Any leases and hire purchase agreements that have been made during the year
- Any prepayments made for expenses relating to the period after 30th June
- A valuation of trading stock on hand at 30th June valued either at cost, market value or replacement value
- A list of assets (including buildings, plant and equipment, and motor vehicles) that are on hand in the business as at 30th June in particular those acquired in the past 12 months
- A list of creditors that the business owes money to as at 30th June
- Any income received in advance as at 30th June
- Any income or expenses relating to the company that are paid for personally and would not be recognised by using the company bank statements
- Details on any expenses made, or assets used partially or wholly for a private purpose (includes private use by directors and employees)
 - If partially, please provide an apportionment between business related and private use