

PREPARATION CHECKLIST

Business Financial Accounts & Income Tax Return

To assist us in preparing your financial statements, please use this checklist when you compile your information and return this along with your paperwork. Completing the checklist can take some time and effort however your efforts will enable us to process your work more efficiently. This can lead to both time and cost savings as we will not need to come back to you with further requests for information, thus delaying the processing of your return.

PLEASE ENSURE YOU COMPLETE ALL RELEVANT QUESTIONS AND PROVIDE ADDITIONAL INFORMATION AS REQUIRED

Your Details	
Contact Name	
Entity Name	
Phone	
Email	

Cash Balances	Yes	No	N/A
<i>Please Tick and provide additional paperwork as required</i>			
Please provide a copy of your reconciled accounting software on computer disk, USB drive or by email to services@corporate-plus.com.au . Please circle the program you are using: MYOB / Quicken / QuickBooks / Other. Please provide the version number:			
Please provide the following if applicable to your accounting software Username: Password:			
If using Xero, please add R & D White as a 'financial advisor' if haven't already done so			
Copies of bank reconciliations as at 30 June			

PLEASE ENSURE YOU SUPPLY ALL DOCUMENTATION REQUIRED IF ANY ITEMS ABOVE ARE RELEVANT TO YOU

Copies of bank statements as at 30 June			
<i>If you are using a computer program and do not intend to supply R & D White & Associates with a disk, please supply the following additional information:</i>			
Financial Statements such as: Balance Sheet, Profit & Loss Statement			
General ledger (both detailed and summary) Trial balance and bank reconciliations If you do not use a computer program:			
Financial Statements such as: Balance Sheet, Profit & Loss Statement			
<i>If you do not use a computer program:</i>			
Expense payment details (such as cheque butts and invoices)			
Income details			
Bank reconciliations (if available) and bank statements for full year			

Debtors	Yes	No	N/A
Please supply a list of trade debtors (people who owe you money) as at 30 June			
Please supply a list of bad debts written off or to be written off at 30 June (If previously included as income)			

Creditors	Yes	No	N/A
Please supply a list of trade creditors (people who you owe money) as at 30 June			
Credit card statements up to and including 30 June			

Stock	Yes	No	N/A
Value of stock on hand as at 30 June			

Leases & Hire Purchases	Yes	No	N/A
Details (including contracts) for any new leases, hire purchase or chattel mortgage agreements entered into during the year			
Details on any leases, hire purchase or chattel mortgage agreements paid out during the year			

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Plant, Equipment & other Assets (including Motor Vehicles)	Yes	No	N/A
Details of assets acquired during the year, including date and cost and purchase contracts where applicable. Including property even if it hasn't settled as yet			
Details of assets sold during the year, including date and consideration received (including sale contracts where applicable). Including property even if it hasn't settled as yet			
Details of any assets that have been scrapped, taken for personal use or traded in			

External Loans	Yes	No	N/A
Details of any borrowings during the year including repayments, interest paid and loan balance at year end			
Details of borrowing costs incurred (i.e. loan set up costs)			
Copies of the loan statements up to and including 30 June			

Salaries, Wages & PAYG withholding	Yes	No	N/A
Copies of PAYG payment summaries issued to you and your staff			
A copy of your PAYG summary statement sent to the ATO			
Did you provide any non cash benefits to employees such as motor vehicles, car parking and meals?			

Private Use / private portions of expenses	Yes	No	N/A
For expenses such as Telephone, Electricity & Gas etc, please provide an estimate of the private usage (a percentage will suffice)			
For motor vehicle expenses please provide a copy of your log book(s)			

Additional Information
<i>If there is any other information that you consider relevant, or you have particular concerns/queries, please provide us with details and attach information if applicable:</i>

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If we are preparing your return for the first time, Please supply the following information

• Copies of your last financial statements	
• A copy of your last income tax return	
• Copies of any other relevant correspondence with the ATO	

Client Declaration

I confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Client Signature _____

Date _____

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