

Business Financials and Tax Return Checklist

Please use this checklist to get yourself organised for us to prepare financial statements and income tax returns.

Accounting Software

- MYOB** Backup – after the 30 June 2018 bank reconciliation has been completed, emailed or provided
- Quick Books** Backup – after the 30 June 2018 bank reconciliation has been completed
- Other** Please call the office

1. Assets

Cash

- Bank Statements and Credit Card Statements showing the balance at 30 June 2018
- Bank Account and Credit Card reconciled to 30 June 2018

Customers (Debtors)

- Review your debtors listing and highlight bad debts to be written off, including details
- Review your debtors reconciliation report to confirm no amount is out of balance (MYOB only)

Fixed Assets

- Review last years Depreciation Schedule and highlight obsolete items to be written off
- Copies of major asset purchases and sales documents, tax invoices
- Copies of Offer and Acceptances and Settlement documentation for property purchases

2. Liabilities

Suppliers (Creditors)

- Review your payables reconciliation report to confirm no amount is out balance (MYOB only).
- Review your creditors listing and confirm all credit notes have been applied
- Confirm amounts owed in accounting system match against supplier statements

GST

- Review your GST accounts and confirm reconcile to BAS 4Q 2018 GST payable / refundable amount.

Loans

- Contracts for any new finance agreements; Hire Purchases and Chattel Mortgages
- Bank Loans - Bank Statements for period 1 July 2017 to 30 June 2018

Payroll

- Reconcile full year Payroll Summary report to P& L, Salary & Wages and Superannuation Expense
- Superannuation liabilities reconciled
- PAYGW liabilities reconciled
- Payment Summaries completed and Annual PAYGW Summary sent to ATO

Other

Have you changed any of your contact details? **If yes then please update below**

Name: _____

Address: _____

Phone: _____

Email: _____

Phone: 08 9091 4447 Fax: 08 9091 4420
46 Maritana Street, Kalgoorlie WA 6430