



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
Do you require your accounts by a due date or for a particular purpose (E.G. Finance applications)?	<input type="checkbox"/> Yes <input type="checkbox"/> No Date required: _____
Do you have a MYOB, QuickBooks, Xero, Sassu, Reckon or other file?  Are you using Online Version?  Please contact us if you are using a program other than the above so we can advise you what reports we will need.	<input type="checkbox"/> Yes <input type="checkbox"/> No  Yes - Please speak to you accountant about sending file user invite to allow us to access your file  No - see next question
Back up copy uploaded to our secure area  Once uploaded please ensure <b>NO changes</b> are made to this file for dates prior to 30 June 2018.  If changes are made this is likely to result in extra work on your accounts which will be reflected in our fee.	<input type="checkbox"/> Yes <input type="checkbox"/> No  Please advise following details Version _____ User Name _____ Password _____
Do you use a bookkeeper?	<input type="checkbox"/> Yes <input type="checkbox"/> No  Name _____  Phone Number _____

<p>Have you changed bookkeepers or accounts procedures during the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Please ensure that your Debtor and Creditor Balances per Trial Balance/Balance Sheet match your Accounts Receivables and Accounts Payables reports as at 30 June 2018.</b></p> <p><i>Please review these balances prior to sending your information into the office</i></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 2018 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 2017 and 30 June 2018</p>	<p>Attached – <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Number of Statements _____</p>
<p>If you do not have your accounts reconciled in a data file we will require copies of ALL bank statements and loan statements for the period 1 July 2016 to 30 June 2018.</p> <p><i>We will also require these <u>statements to be narrated</u> to advise what payments/ receipts are for and a <u>list of what each cheque was for</u>.</i></p>	<p>Total Number of accts: _____</p> <p>A/c No: _____</p> <p>A/c No: _____</p> <p>A/c No: _____</p> <p>A/c No: _____</p> <p>A/c No: _____</p>
<p><b>Do you carry Stock on Hand (SOH) or Work in Progress (WIP)?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Cost Value at 30 June 2018?</p>	<p>SOH: \$ _____</p> <p>WIP: \$ _____</p>
<p><b>Do you use a Motor Vehicle in your business?</b></p> <p><i>If you have more than 1 Motor Vehicle please attach this information on a separate sheet.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Make _____</p> <p>Model _____</p> <p>Date Purchased _____</p>

Total cost of MV	\$ _____ <i>(please supply a tax invoice if available)</i>
Do you have a log book?	<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.
Is the vehicle financed?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If YES - Please provide documents of finance or the following information:  Total amount financed \$ _____  Term of the loan _____  Number of payment per year _____  Date of first payment _____  Do you have a balloon payment at the end? <input type="checkbox"/> Yes <input type="checkbox"/> No   Amount \$ _____
<b>Did you <u>sell</u> any Motor Vehicles or other assets during the year?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No   Number of items sold _____
Please provide details of what was sold, date, proceeds received and any finance paid out.	Details attached for each item  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Did you <u>purchase</u> any other plant or equipment for business during the year?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  Number of items purchased _____
Please provide details of what was purchased, date purchased, cost, finance details of Plant & Equipment.	Details attached for each  <input type="checkbox"/> Yes <input type="checkbox"/> No





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<p><b>Did you receive any dividends or distributions during the year?</b></p> <p><i>Most listed companies pay 2 dividends per year – we will need <u>both</u> statements. For managed funds please provide a copy of Annual Tax Statements.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES please provide statements</p> <p>Statements Attached <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Are your superannuation contributions paid to date</b></p> <p><i>Payment for June quarter should be paid in full by 28<sup>th</sup> July 2018</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If NO</p> <ul style="list-style-type: none"><li>– please advise when payments were made</li><li>– Have you lodged a Superannuation Guarantee Charge Statement for each quarter that your super was late.</li></ul> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Have you lodged your PAYG Payment Summaries for the year ended 30 June 2018 with the ATO?</b></p> <p><b>For employees, other than directors/related parties, PAYG payment summaries must be provided by the employer no later 14th July 2018.</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If YES please provide a copy of the summary</b></p> <p><b>If NO please ensure you include these documents with your paperwork if you need us to prepare for you</b></p>

Any Additional Notes for your client manager?



## 2018 FINANCIAL YEAR

*Our intention for 2018 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.*