2018 FINANCIAL YEAR

Year End Business Accounts – Investment 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)?	☐ **Yes** ☐ **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 above so we can advise you what reports we will need.*	☐ **Yes** ☐ **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 **NO changes** 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.*	☐ **Yes** ☐ **No** **Please advise following details** Version ______________________________ User Name ______________________________ Password ______________________________

Do you use a bookkeeper?	☐ **Yes** ☐ **No** Name ______________________________________ Phone Number ______________________________
Have you changed bookkeepers or accounts procedures during the year?	☐ **Yes** ☐ **No**
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. *Please review these balances before sending your information into the office.*	Debtors Match – ☐ **Yes** ☐ **No** Creditors Match – ☐ **Yes** ☐ **No**
Please ensure each bank account is reconciled to 30 June 2018 and this reconciles to your bank statement balance.	Reconciles – ☐ **Yes** ☐ **No** Number of Accounts: ________________________
Please provide a copy of all bank accounts (including any loans) showing balance at 1 July 2017 and 30 June 2018	Attached – ☐ **Yes** ☐ **No** Number of Statements ________________________
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 2017 to 30 June 2018. *We will also require these statements to be narrated to advise what payments/ receipts are for and a list of what each cheque was for.*	Total Number of accts: ________________________ A/c No: ____________________________________ A/c No: ____________________________________ A/c No: ____________________________________ A/c No: ____________________________________

Did you <u>purchase</u> any property during the financial year?	☐ **Yes** ☐ **No** If YES please provide: Address: ____________________________________ Please provide: Copy of the Contract ☐ Yes ☐ No Settlement Statement ☐ Yes ☐ No Copy of Legal Fees Invoice ☐ Yes ☐ No Copy of Loan Statement ☐ Yes ☐ No *From the time of the loan to 30th June 2016*
Did you <u>sell</u> any property during the financial year?	☐ **Yes** ☐ **No** If YES please provide: Address: ____________________________________ Copy of the Contract ☐ Yes ☐ No Settlement Statement ☐ Yes ☐ No Commissions/ Legals ☐ Yes ☐ No Copies of any bank statements ☐ Yes ☐ No *1 July 2016 until loan paid out* Details of where proceeds were banked *(off loan, to yourselves etc)* ☐ Yes ☐ No
Have you restructured/ refinanced any loans / finance facilities during the year?	☐ **Yes** ☐ **No** *If YES - please provide details and statements for both the old and new facilities.*
Are all your Business Activity Statement and Installment Activity Statement lodgments up to date?	☐ **Yes** ☐ **No**

Did you <u>purchase</u> any investments during the financial year? *E.G. Shares, Managed Funds, Term Deposits, etc*	☐ **Yes** ☐ **No** If YES Number: ______________________________________ *Please provide copies of settlement statements for each*
Did you <u>sell</u> any stocks or shares during the financial year? *E.G. Shares, Managed Funds, Term Deposits, etc*	☐ **Yes** ☐ **No** If YES Number: ______________________________________ *Please provide copies of settlement statements for each*
Did you receive any dividends or distributions during the year? *Most listed companies pay 2 dividends per year – we will need <u>both</u> statements. For managed funds please provide Annual Tax Statement.*	☐ **Yes** ☐ **No** If YES please provide statements Statements Attached ☐ Yes ☐ No
Did you receive any other income from other sources/related parties?	☐ **Yes** ☐ **No** If YES please provide documentation Attached – ☐ Yes ☐ No

Any Additional Notes for your client manager?

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.