

Year-end business accounts

Sole trader client checklist (2024 financial year)



TRADING NAME (if applicable)

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: <input type="text"/>
Do you have a MYOB, QuickBooks, Xero, Reckon or other file? Are you using an 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 <input type="checkbox"/> Yes <input type="checkbox"/> No If YES , please speak to you accountant about sending a file user invite to allow us to access to your file. If 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 2024. 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: <input type="text"/> User Name: <input type="text"/> Password: <input type="text"/>
If you do not have a data file please complete attached business income and expense summary	Details attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you carry Stock on Hand (SOH) or Work in Progress (WIP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost value at 30 June 2024?	SOH \$ <input type="text"/> WIP \$ <input type="text"/>
Do you use a motor vehicle in your business? If you have more than 1 motor vehicle please attach this information on a separate sheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No Make: <input type="text"/> Model: <input type="text"/> Date purchased: <input type="text"/>
Total cost of motor vehicle Please supply a tax invoice if available.	\$ <input type="text"/>
Kilometres travelled Approximately how many business kilometres would you travel in the vehicle per week?	<input type="text"/> kms on average for <input type="text"/> weeks of the year

<p>Do you have a log book?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please attach.</p> <p>What is your business use percentage? <input type="text"/> %</p> <p>If YES, have you provided motor vehicle running expenses such as fuel, registration, insurance, repairs, etc?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is the vehicle financed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please provide finance documents.</p>
<p>Did you <u>sell</u> any motor vehicles or other assets during the year?</p> <p>Attach details for each item.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, number of items sold: <input type="text"/></p>
<p>Please provide details of what was sold, date, proceeds received and any finance paid out.</p>	<p>Details attached for each? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you <u>purchase</u> any other motor vehicles for business during the year?</p> <p>Attach details for each item.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, number of items purchased: <input type="text"/></p>
<p>Did you <u>purchase</u> any other plant or equipment for your business during the financial year?</p> <p>Attach details for each item.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, number of items purchased: <input type="text"/></p>
<p>Are your superannuation contributions for any employees paid to date?</p> <p>Payment for June quarter should be paid in full by 28 July 2024.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If NO, please advise when payments were made:</p> <p><input type="text"/></p> <p>Have you lodged a Superannuation Guarantee Charge Statement for each quarter that your super was late?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you make any super contributions for yourself during the 2024 financial year?</p> <p>Please attach confirmation from your super fund.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Amount: \$ <input type="text"/></p> <p>Please attach Confirmation of Notice of Intention to Claim a Deduction from your super fund.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Have you lodged your PAYG payment summaries/ completed STP finalisation for the year ended 30 June 2024 with the ATO?</p> <p>For employees, other than directors/related parties, PAYG payment summaries/STP finalization must be provided by the employer no later than 14 July 2024.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please provide a copy of the summary.</p> <p>If NO, please ensure you include these documents with your paperwork if you need us to prepare for you.</p>
<p>Did you receive Jobkeeper subsidy for any part of the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Any additional notes for your client manager?

Our intention for the 2024 financial year is to attend first to work received in a complete and comprehensive manner. 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.