

Year-end business accounts

Trading entity client checklist (2024 financial year)



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:	<input type="text"/>
Do you have a MYOB, QuickBooks, Xero, Reckon or other file?	Yes	No
Are you using an Online Version?	Yes	No
Please contact us if you are using a program other than the above so we can advise you what reports we will need.	If YES , please speak to your 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?	Yes	No
Once uploaded please ensure no changes are made to this file for dates prior to 30 June 2024.	Please advise following details:	
If changes are made this is likely to result in extra work on your accounts which will be reflected in our fee.	Version:	<input type="text"/>
	User Name:	<input type="text"/>
	Password:	<input type="text"/>
Do you use a bookkeeper?	Yes	No
	Name:	<input type="text"/>
	Phone No:	<input type="text"/>
Have you changed bookkeepers or accounts procedures during the year?	Yes	No
Please ensure that the debtor and creditor balances per trial balance/balance sheet match your accounts receivables and accounts payables reports as at 30 June 2024.	Debtors match?	Yes No
	Creditors match?	Yes No
Please review these balances prior to sending your information into the office.		
Please ensure each bank account is reconciled to 30 June 2024 and this reconciles to your bank statement balance.	Reconciled?	Yes No
	Number of accounts:	<input type="text"/>
Please provide a copy of all bank accounts (including any loans) showing balance at 1 July 2023 and 30 June 2024.	Reconciled?	Yes No
	Number of statements:	<input type="text"/>

Do you carry stock on hand (SOH) or work in progress (WIP)?	Yes 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.	Yes 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"/>
Do you have a log book?	Yes No If YES , please attach. If NO , approximately how many business kms would you travel in the vehicle per week? <input type="text"/> kms on average for <input type="text"/> weeks of the year.
Is the vehicle financed?	Yes No If YES , please provide finance documents.
Did you <u>sell</u> any motor vehicles or other assets during the year? Attach details for each item.	Yes No If YES , number of items sold: <input type="text"/>
Please provide details of what was sold, date, proceeds received and any finance paid out.	Details attached for each? Yes No
Did you <u>purchase</u> any motor vehicles or other assets for business during the year? Attach details for each item.	Yes No If YES , number of items purchased: <input type="text"/>
Please provide details of what was purchased, including invoices and finance details.	Details attached for each? Yes No
Did you purchase any property during the financial year?	Yes No If YES , please provide: Address: <input type="text"/> Copy of contract Yes No Settlement statement Yes No Legal fees invoice Yes No Copy of loan statement Yes No From the time of the loan to 30 June 2024

<p>Did you sell any property during the financial year?</p>	<p>Yes No If YES, please provide:</p> <p>Address: <input type="text"/></p> <p>Copy of contract Yes No</p> <p>Settlement statement Yes No</p> <p>Legal fees/ agent commissions Yes No</p> <p>Agent commission <input type="text"/></p> <p>Copy of bank/loan statements Yes No</p> <p>ATO clearance certificate Yes No</p> <p>From 1 July 2023 until loan paid out</p> <p>Details of where proceeds were banked (paid off loan, to yourselves, etc.)</p> <input type="text"/>
<p>Have you restructured/refinanced any loans/finance facilities during the year?</p>	<p>Yes No</p> <p>If YES, please provide details and statements for both the old and new facilities.</p>
<p>Did you purchase or sell shares or investments during the financial year? e.g., shares, managed funds, term deposits, etc.</p>	<p>Yes No</p> <p>If YES, provide number: Please provide settlement statements.</p>
<p>Did you receive any dividends or distributions during the year?</p> <p>Most listed companies pay two dividends per year. For managed funds please provide a copy of annual tax statements.</p>	<p>Yes No</p> <p>If YES, are statements attached? Yes No</p>
<p>Are your superannuation contributions paid to date?</p> <p>Payment for June quarter should be paid in full by 28 July 2024.</p>	<p>Yes No</p> <p>If NO, please advise when payments were made:</p> <input type="text"/> <p>Have you lodged a Superannuation Guarantee Charge Statement for each quarter that your super was late?</p> <p>Yes 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>Yes 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>Any additional notes for your client manager?</p> <input type="text"/>	

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.