

BUSINESS CHECKLIST

Required documentation for the end of the financial year to help you get organised.

	A disc or USB - Containing all transactions for the financial year, including adjustments and cash at bank, debtors and creditors reconciliations. (No further entries should be made for that year). The software name, version and any passwords are also required.
	Bank Statements - As at the 30 June for the cash at bank and other investment, loan and credit card accounts should be provided.
	Plant, Equipment, Furniture or Other Assets - We will need copies of invoices to claim appropriate depreciation.
	New Loans, Leases, Hire Purchase, Chattel Mortgage or Other Contracts - We will require any documentation regarding these.
	Wages - Provide copies of all PAYG summaries issued to employees and your annual PAYG summary statement. Your bookkeeper should have reconciled the general ledger and summaries.
	Superannuation - Adjust any unpaid contributions as at 30 June.
	Stock at Hand/Work in Progress - Advise the cost as at 30 June, exclusive of GST.
	Other Income/Expenses - Any business income and expenses not passing through your business accounts should be provided.
	Debtors/Creditors - If not included in your software, please provide amounts owed and owing as at 30 June.
	Motor Vehicles - Provide the 30 June odometer readings for vehicles owned by and used in the business along with 3-month logbook.
	Insurance and Motor Vehicle Registrations - We will need copies of invoices to claim appropriate GST.