

BUSINESS CHECKLIST

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

	MYOB/QuickBooks Xero Data File - Containing all transactions for the financial year, adjustments and cash at the bank, debtors and creditors reconciliations. The software name, version and any passwords are also required
	Bank Statements – As at the 30 June for the cash at bank or 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 Purchases, Chattel Mortgage or Other Contracts - We will require any documentations regarding these
	Wages -Provide copies of all PAYG Summaries issued to employees and your annual PAYG Summary statement. Your bookkeeper should have these 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 - 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, Insurance and Registration - Provide the 30 June odometer readings for vehicles owned by and used in the business along with 3-month logbook if applicable. We will need copies of invoices to claim appropriate GST for insurance and registrations