

# FINANCIAL STATEMENTS EOFY CHECKLIST

## 2023 BUSINESS TAX RETURNS & FINANCIAL STATEMENTS

Please take the time to complete this checklist as it is a very important part of the accounting process.

All information supplied should be for the **period 1 July 2022 to 30 June 2023**, unless stated otherwise.

It helps you:

- Identify and provide the information we need to prepare your Financial Statements
- Minimise the queries from us during the preparation of your Financial Statements
- Ensure we can complete your Financial Statements by the due date

### BUSINESS NAME

ITEM	YES	NO	N/A
<b>How would you like your financial accounts supplied:</b>			
<ul style="list-style-type: none"> <li>• Soft copy emailed</li> <li>• Hard copy bound</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<b>Computerised Accounts</b> (no need to complete if you use Xero)			
Provide a copy of your computerised data file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of Program:	MYOB / Reckon or other _____		
Version Number:	_____		
Username (if applicable):	_____		
Password (if applicable):	_____		
<b>Manual Accounts</b>			
Please provide the following information:			
<ul style="list-style-type: none"> <li>• Reconciled Cashbook (if applicable)</li> <li>• Cheque payment details</li> <li>• Deposit details</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Cash Balances</b>			
Please provide the following information:			
<ul style="list-style-type: none"> <li>• Bank Statements as at 30 June 2023</li> <li>• Bank Reconciliation Statement as at 30 June 2023</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

ITEM	YES	NO	N/A
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### Accounts Receivable (if not computerised)

Please provide the following information:

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| • A list of trade debtor's / accounts receivable as at 30 June 2023. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • A list of bad debts written off or to be written off.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Investments / Property Income

Please provide details of all investment and rental property **INCOME** received during the year, including:

- |                              |                          |                          |                          |
|------------------------------|--------------------------|--------------------------|--------------------------|
| • Dividend Statements        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Interest Statements        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Trust Taxation Summaries   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Rental Property Statements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Cryptocurrency Statements  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Investments / Property Expenses

Please provide details of all investment and rental property **EXPENSES** received during the year, including:

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| • Interest Statements                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Council & Utility Rates                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Insurances                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Rental Property Statements              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Depreciation Report                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • New Asset Invoices (eg: TV, Dishwasher) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Investments / Property Purchases

Please provide details of Investments / Property **PURCHASED** during the year, including:

- |                                 |                          |                          |                          |
|---------------------------------|--------------------------|--------------------------|--------------------------|
| • Date of Purchase              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Cost of Acquisition           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of Contract for Purchase | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of Settlement Statement  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Cryptocurrency Statements     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Investments / Property Sold

Please provide details of Investments / Property **SOLD** or **DISPOSED** during the year, including:

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| • Date of Disposal                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Consideration Received               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of Contract for Purchase / Sale | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of Settlement Statement         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Cryptocurrency Statements            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Stock / Inventory / Work in Progress

Please advise the value of Stock on hand / Work in Progress as at 30 June 2023.

Please tick the valuation method you used:  Cost  Market  Replacement

ITEM	YES	NO	N/A
Alternatively, (for small business entities only) please confirm if the estimated value of stock at 30 June 2023 differs from the value at 30 June 2022 by \$5,000 or less.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fixed Assets</b>			
Please provide details of assets <b>PURCHASED</b> during the year, including copy of invoice and estimated useful life, if known.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of assets <b>SOLD</b> or <b>DISPOSED</b> during the year, including date and consideration received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please review your depreciation schedule from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accounts Payable</b>			
Please provide the following information:			
<ul style="list-style-type: none"> <li>A list of trade creditors/accounts payable as at 30 June 2023.</li> <li>A copy of credit card statements up to and including 30 June 2023.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>GST</b> (only if you prepare your own BAS returns)			
Please provide copies of all Business Activity Statements (BAS) lodged during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wages / PAYG Withholding / Superannuation</b>			
Please provide copies of Payment Summaries and Year-End Summary Statement submitted to the ATO should we not be preparing these on your behalf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of compulsory employee superannuation contributions, including date of payment. Have all amounts cleared your bank account as at 30 June 2023?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leases / Hire Purchase / Chattel Mortgage</b>			
Please provide a copy of lease / hire purchase / chattel mortgage agreements for any <b>NEW AGREEMENTS</b> entered into during the year, or should this be the first year we are preparing your accounts, any agreements still active.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If we are preparing your accounts for the first time, please provide a copy of lease / hire purchase/ chattel mortgage agreements for any <b>LOANS ALREADY IN EXISTENCE</b> at 1 July 2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details for any agreements <b>PAID OUT</b> during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details for any agreements <b>REFINANCED</b> during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bank Loans</b>			
Please provide copies of loan statements up to and including 30 June 2023.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a new loan was entered into during the year, please provide copy of the loan / facility agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	YES	NO	N/A
If we are preparing your accounts for the first time, please provide a copy of the loan / facility agreement for any existing loans as at 1 July 2022.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list any other information that you believe may assist us

**OTHER INFORMATION**

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To ensure that our records are up to date, please provide us with any UPDATE of the following details:

**CONTACT ADDRESS**

To ensure we have current records, please provide us with any UPDATE of the following details

**Physical Address**

**Postal Address**

**Email**

**Home Phone**

**Work Phone**

**Mobile Phone**

**Preferred Contact Method**

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