

FINANCIAL STATEMENTS EOFY CHECKLIST

2024 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 2023 to 30 June 2024**, 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
How would you like your financial accounts supplied:			
<ul style="list-style-type: none"> • Soft copy emailed • Hard copy bound 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
Computerised Accounts (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):	_____		
Manual Accounts			
Please provide the following information:			
<ul style="list-style-type: none"> • Reconciled Cashbook (if applicable) • Cheque payment details • Deposit details 	<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"/>
Cash Balances			
Please provide the following information:			
<ul style="list-style-type: none"> • Bank Statements as at 30 June 2024 • Bank Reconciliation Statement as at 30 June 2024 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

ITEM	YES	NO	N/A
Accounts Receivable (if not computerised)			
Please provide the following information:			
• A list of trade debtor's / accounts receivable as at 30 June 2024.	<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 2024.			
Please tick the valuation method you used: <input type="checkbox"/> Cost <input type="checkbox"/> Market <input type="checkbox"/> Replacement			
Alternatively, (for small business entities only) please confirm if the estimated value of stock at 30 June 2024 differs from the value at 30 June 2023 by \$5,000 or less.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fixed Assets

Please provide details of assets PURCHASED during the year, including copy of invoice and estimated useful life, if known.

Please provide details of assets SOLD or DISPOSED during the year, including date and consideration received.

Please review your depreciation schedule from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?

Accounts Payable

Please provide the following information:

- A list of trade creditors/accounts payable as at 30 June 2024.
- A copy of credit card statements up to and including 30 June 2024.

GST (only if you prepare your own BAS returns)

Please provide copies of all Business Activity Statements (BAS) lodged during the year.

Wages / PAYG Withholding / Superannuation

Please provide copies of Payment Summaries and Year-End Summary Statement submitted to the ATO should we not be preparing these on your behalf.

Please provide details of compulsory employee superannuation contributions, including date of payment. Have all amounts cleared your bank account as at 30 June 2024?

Leases / Hire Purchase / Chattel Mortgage

Please provide a copy of lease / hire purchase / chattel mortgage agreements for any **NEW AGREEMENTS** entered into during the year, or should this be the first year we are preparing your accounts, any agreements still active.

If we are preparing your accounts for the first time, please provide a copy of lease / hire purchase/ chattel mortgage agreements for any **LOANS ALREADY IN EXISTENCE** at 1 July 2023

Please provide details for any agreements **PAID OUT** during the year.

Please provide details for any agreements **REFINANCED** during the year.

Bank Loans

Please provide copies of loan statements up to and including 30 June 2024.

If a new loan was entered into during the year, please provide copy of the loan / facility agreement.

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 2023.

OTHER INFORMATION Please list any other information that you believe may assist us

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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