
FINANCIAL ACCOUNT PREPARATION CHECKLIST

INFORMATION REQUIRED FOR COMPLETING FINANCIAL ACCOUNTS

If you have a company, a trust, partnership, or large sole trader business and we will be completing financial accounts for you, we will need additional documents. This includes the following:

- Your book keeping records such;
 - A backup of your MYOB or QuickBooks file, including version number and password, or
 - Log in details for our office to use if you are using cloud based book keeping software, or
 - Manual cashbook, or
 - Other computer summary such as excel file or worksheets
- Bank statements for the financial year;
- Bank reconciliation report (if completed);
- Any loan statements for the financial year;
- Copies of your Business Activity Statements (BAS's);
- Details of any assets bought or sold during the year;
- A list or total figure of Debtors as at 30 June (i.e. accounts receivable or people that you have invoiced that owe you money);
- A list or total figure of Creditors 30 June (i.e. accounts payable or people that have invoiced you and that you owe money to);
- A \$value for any stock or inventory on hand at 30 June (if you carry or produce stock);
- Copies of your Pay As You Go Withholding Summaries and Annual Summary Statement;
- Any other documents you may think might be relevant

***Please note that the list is a summary only and other information may be required.**

If you are not sure of what to bring along regarding your tax affairs please do not hesitate to contact our office.