



2010 accounts preparation checklist

entity(s) name	code

this checklist has been developed to assist you in getting your records together to enable us to prepare your accounts.

if we are preparing your accounts the first time please provide

- copies of your last financial statements
- copies of your last tax return & any correspondence from the ato

timing

are these accounts required for a finance application?

please indicate when you require the accounts to be completed:

taxation

have you elected to enter the simplified tax system? (STS)

do you provide personal services?

have you completed your personal questionnaires provided by us?



Entity(s)			
cash balances – please provide			
accounting programs - supported			
program			
version	password		
backup reconciled at 30 june			
bank & credit card statements as at 30 june			
accounting programs – other			
bank reconciliations & statements as at 30 june			
general ledger (full account details)			
profit & loss statement & balance sheet			
trial balance			
no computer program			
bank reconciliations as at 30 june			
statements, cheque & deposit books			
banklink			
debtors (accounts receivable) – please provide			
list of trade debtors as at 30 june			
list bad debts at 30 june			
if you are in sts this is for accounting purposes only.			
stock – please provide			
value of stock on hand at 30 june including finished goods, work in progress, raw materials and goods in transit			
valuation method			
sts taxpayers only need to do a stock take if the value is more than \$5000 than last years.			

Entity(s)			
creditors (accounts payable) – please provide			
list of amounts you owe as at 30 june			
provide details of the nature of the expense for which the debt is owed			
gst – please provide			
copy of annual reconciliation			
copy of activity statements			
leases and hire purchase – please provide			
details of new leases and/or hire purchase agreements acquired during the year			
details of any paid out during the year.			
fixed assets – please provide			
invoice for assets acquired during the year			
assets sold, scrapped or taken for personal use			
external loans – please provide			
loan statements			
for any new loan during the year please provide details of security & borrowing costs & copies of the loan agreements			
salaries and payg withholdings – please provide			
copies of payg payment summaries issued			
copy of annual payg summary statement			
copy of annual workcover reconciliation statement			
copy of your employer superannuation statements			
other – please provide details if yes..			
any cash transactions not previously advised			
any expenses paid in advance that span two financial years			
private use – please provide details if yes..			
goods taken for private use			
have you accounted for private use for:			
motor vehicles			
telephone including mobiles			
home office expenses			
other			

other information---

if there is any other information that you consider relevant or you have particular concerns/queries, please provide us with details in the space below.

thank you for taking the time to complete this questionnaire