

CONAGHTYS total ACCOUNTING Established in 1981  
we are certified practicing accountants providing  
comprehensive taxation & business services  
to small to medium business & individuals

# conaghtys TOTAL accounting



## business accounts preparation checklist

entity name

for the tax year

are the accounts required for a finance application?

what date do you need them by

## SMALL BUSINESS ENTITY (SBE)

eligibility  Carry on a business  
 Turnover less than \$2 million

Concessions  simplified trading stock rules  
 simplified depreciation rules  
 accounting by cash  
 accounting for GST by cash

## CASH BALANCES

accounting system  BANKLINK  EXCEL  
 SPREADSHEET  CASHFLOW MANAGER  
 MANUAL CASHBOOK  MYOB  
 MYOB LIVE  QUICKEN  
 XERO  OTHER

version  password

bank reconciled  Yes  No  Don't Know  n/a

bank statements as at 30 june provided

## CASH TRANSATIONS

details of cash transactions not previously advised

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### DEBTORS (ACCOUNTS RECEIVABLE)

Small Business Entities accounts receivable are only required for accounting purposes,  
they are not included for tax purposes

have you provided a debtors list as at 30 june  In data file  Yes  No  n/a

bad debts to be written off

### STOCK

small business entities simplified trading stock rules apply

has stock changed less than \$5.000

stock take as at 30 June  In data file  Yes  No  Don't Know  n/a

valuation method  Cost  Replacement  Market Value

### CREDITORS (ACCOUNTS PAYABLE)

small business entities accounts payable are only required for accounting purposes

have you provided a list of creditors as at 30 june  In data file  Yes  No  n/a

### GST

have you provided a copy of an annual gst reconciliation  Yes  No  n/a

conaghtys prepare bas

### SALARY & WAGES

have you provided copies of the annual reconciliation & payment summaries

In data file  Yes  No  n/a

have you provided a copy of the workcover reconciliation  Yes  No  n/a

have you provided copies of super guarantee reconciliation  Yes  No  n/a

### BORROWINGS

did you have any new loans or leases during the year  Yes  No

have you provided copies of all loan statements  Yes  No  Don't Know  n/a

### PAYMENTS SPANNING TWO OR MORE YEARS

please provide details

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## PLANT & EQUIPMENT

small business entities

simplified depreciation rules allow an immediate write off of  
assets under \$1,000

did you purchase any plant & equipment during the year

Yes  No

if yes please provide copies of invoices for all plant & equipment purchases

repairs please provide details of any repairs & copies of invoices over \$1,000

details of scrapped or sold plant

## PRIVATE USE

have you accounted for private use for

car  phone  home office  other

goods taken for own use

## OTHER INFORMATION