

Business Accounts Preparation Checklist 2016/17

MP CURTIN & CO

Certified Practising Accountant
Registered Tax Agent

To assist us in preparing your financial statements, please use this checklist when you compile your information. Completing the checklist can take some time and effort however your efforts will enable us to process your work more efficiently. This can lead to both time and cost savings as we will not need to come back to you with further requests for information, which may delay the processing of your return.

Please ensure you complete ALL relevant questions and provide additional information as required.

Your Details

Full Name _____

Entity Name _____

Contact number _____ Email _____

If we are preparing your return for the first time	Yes	No
Please tick and provide the following information:		
Copies of your last financial statements		
A copy of your last income tax return		
Copies of any other relevant correspondence with the ATO (eg objections, penalties, final notice to lodge etc)		
Cash balances	Yes	No
Please provide a copy of your reconciled accounting software on USB or disk. Name of program you're using and version number _____		
Please provide the username and password to your accounting software backup or online software. Username _____ Password _____		
Copies of bank reconciliations as at 30 June		
Copies of bank statements as at 30 June		
Balance of petty cash as at 30 June		
Credit card statements up to and including 30 June		

Investments	Yes	No
Schedule of investments held at 30 June, including cash management and term deposit accounts		
Investments acquired during the year, date and cost of acquisition		
Investments sold during the year, date of disposal and consideration received		
Details of investment income received during the year, including dividends, interest and trust taxation summaries etc		

Trading stock	Yes	No	Amount \$
Value of trading stock on hand as at 30 June			

Cattle trading account	Cattle	Bulls	Horses
Sales during the year (number of head) (documentation attached)			
Purchases during the year (number of head) (documentation attached)			
Deaths during the year (number of head)			
Natural increase during the year (number of head)			
Killed for rations during the year (number of head)			
Stock on hand as at 30 June (number of head)			

Leases & Hire Purchase	Yes	No
Details (including contracts) for any new leases, hire purchase or chattel mortgage agreements entered into during the year		
Details on any leases, hire purchase or chattel mortgage agreements paid out during the year		

Fixed assets		
Details of assets acquired during the year, including date and cost		
Details of assets sold during the year, including date and consideration received		
Details of any assets that have been scrapped, taken for personal use or traded in		

Business loans	Yes	No
Details of any borrowings during the year including repayments, interest paid and loan statements up to and including 30 June		
Details of borrowing costs incurred (ie loan set up costs)		
Salaries and PAYG withholdings		
Copies of PAYG payment summaries issued		
A copy of your PAYG summary statement		
Transactions not through the business		
Were all sales banked and purchases paid through the business trading account during the year?		
If not, please provide details of sales banked to private accounts and purchases/ expenses paid from private accounts		
Private use		
Please provide details of goods taken for private use, including but not limited to:		
Telephone (private percentage will suffice)		
Motor Vehicle (log book details)		
Motor Vehicle (business kilometres travelled to a maximum of 5000km per vehicle) Make and model of motor vehicle: _____		
<i>If there is any other information that you consider relevant, or you have particular concerns/queries, please provide us with details and attach information if applicable:</i>		

I confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.		
Client signature _____ Date _____		