

Business Year End Checklist

Client Name: _____

If we are preparing your accounts for the first time:

Please provide:	Yes	No	N/A
A copy of prior year financial statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A copy of prior year tax return	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Transactions

1. Cash Balances	Yes	No	N/A
Reconciled data file on USB or uploaded to Kinsella Client Portal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide username and password for data file (if applicable)

U/N: _____ P/W: _____

Copies of bank reconciliations as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of bank statements as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Credit Cards	Yes	No	N/A
Please provide copies of any credit card statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you made any business related payments on your personal credit card, please provide details.

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3. Petty Cash	Yes	No	N/A
Balance of petty cash as at 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accruals

4. Accounts Receivable	Yes	No	N/A
Please supply a list of bad debts written off or to be written off at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please supply details of any provision required for doubtful debts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: This is for accounting purposes only. It is not required for tax purposes.

5. Stock	Yes	No	N/A
Please supply a copy of the stocktake.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assets

6. Investments	Yes	No	N/A
Please supply the following information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule of investments held at 30 June, including cash management and term deposit accounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investments acquired during the year: copies of contracts, settlement statements and other relevant documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Investments sold during the year: copies of contracts, settlement statements and other relevant documents for the sale, the original purchase and any important transactions in the intervening period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of investment income received during the year, including dividend statements, interest statements, trust taxation summaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Prepayments	Yes	No	N/A
Are there any expenses paid in advance that span two financial years? For example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retainers paid to barristers or solicitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide a copy of the invoice/renewal notice or otherwise indicate the period for which the expense is paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Plant & equipment (including vehicles)	Yes	No	N/A
Please provide the following details of plant & equipment items (including vehicles):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Items acquired during the year including date and cost. Please provide copies of invoices and estimates of useful life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of items sold during the year, including date of disposal, consideration received, plus date and cost of original acquisition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of items that have been scrapped, taken for personal use or traded in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Capital Gains	Yes	No	N/A
Did you sell any assets such as shares, rental properties etc. during the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please supply details of the purchase of the asset (such as copies of contracts, settlement statements and other relevant documents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please supply details of any expenditure incurred in relation to the asset that was not claimed as a deduction during the period of ownership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please supply details of the sale of the asset (such as copies of contracts, settlement statements and other relevant documents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you were not an Australian resident for the whole period you owned the asset, provide details of your residency status during the period of ownership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Liabilities

10. Leases and Hire Purchase	Yes	No	N/A
Please provide details of new leases, chattel mortgages or hire purchase agreements acquired during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Please provide a copy of the lease, chattel mortgage or hire purchase agreement.</i>			
Please supply details of any leases, chattel mortgages or hire purchase agreements paid out or refinanced during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. External Loans	Yes	No	N/A
Details of borrowings during the year, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loan statements detailing interest, repayments and loan balance at the end of the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of security provided for the finance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of borrowing costs incurred.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Salaries and PAYG Withholdings	Yes	No	N/A
Please supply copies of PAYG Payment Summaries issued at year end.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please supply a copy of your PAYG Summary Statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Information

13. Transactions Not Through the Business	Yes	No	N/A
Were all sales banked and purchases paid through the business trading account during the year? If not, please provide details as to how these funds were applied or how the purchases were paid for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Legal Documents	Yes	No	N/A
Please attach solicitor's statements and/or correspondence relating to any legal transactions during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please include statements and agreements relating to any new mortgages, hire purchase agreements, leases and loans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Private Use	Yes	No	N/A
Please provide details and dollar amount of goods taken for private use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Please advise whether or not this includes GST.</i>			
Provide details of any payments or loans made by the business to the owners or their associates (if the only payments are wages or regular drawings, your cash transaction records will be sufficient).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide details of any business assets made available for the private use of the owners or their associates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Timing	Yes	No	N/A
Please indicate when you require the accounts to be completed:			
Are these accounts required for a finance application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have any queries or concerns, please do not hesitate to contact us on 02 6262 6655.

Thank you for taking the time to complete this questionnaire