

## Business Year End Checklist

**Client Name:** \_\_\_\_\_

### If we are preparing your accounts for the first time:

Please provide:	Yes	No	N/A
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A copy of prior year financial statements

A copy of prior year tax return

### Transactions

1. Cash Balances	Yes	No	N/A
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Reconciled data file on USB or uploaded to Kinsella Client Portal.

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

U/N: \_\_\_\_\_ P/W: \_\_\_\_\_

Copies of bank reconciliations as at 30 June.

Copies of bank statements as at 30 June.

2. Credit Cards	Yes	No	N/A
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Please provide copies of any credit card statements.

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

3. Petty Cash	Yes	No	N/A
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Balance of petty cash as at 30 June

### Accruals

4. Accounts Receivable	Yes	No	N/A
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Please supply a list of bad debts written off or to be written off at 30 June.

Please supply details of any provision required for doubtful debts.

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

5. Stock	Yes	No	N/A
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Please supply a copy of the stocktake.

### Assets

6. Investments	Yes	No	N/A
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Please supply the following information:

Schedule of investments held at 30 June, including cash management and term deposit accounts.

Investments acquired during the year: copies of contracts, settlement statements and other relevant documents.

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.

Details of investment income received during the year, including dividend statements, interest statements, trust taxation summaries.

<b>7. Prepayments</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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Are there any expenses paid in advance that span two financial years? For example:

Subscriptions

Maintenance agreements

Insurance

Advertising

Internet access

Retainers paid to barristers or solicitors

Please provide a copy of the invoice/renewal notice or otherwise indicate the period for which the expense is paid

<b>8. Plant &amp; equipment (including vehicles)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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Please provide the following details of plant & equipment items (including vehicles):

Items acquired during the year including date and cost. Please provide copies of invoices and estimates of useful life.

Details of items sold during the year, including date of disposal, consideration received, plus date and cost of original acquisition.

Details of items that have been scrapped, taken for personal use or traded in.

<b>9. Capital Gains</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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Did you sell any assets such as shares, rental properties etc. during the year?

Please supply details of the purchase of the asset (such as copies of contracts, settlement statements and other relevant documents).

Please supply details of any expenditure incurred in relation to the asset that was not claimed as a deduction during the period of ownership.

Please supply details of the sale of the asset (such as copies of contracts, settlement statements and other relevant documents).

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.

## Liabilities

10. Leases and Hire Purchase	Yes	No	N/A
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Please provide details of new leases, chattel mortgages or hire purchase agreements acquired during the year.

*Note: Please provide a copy of the lease, chattel mortgage or hire purchase agreement.*

Please supply details of any leases, chattel mortgages or hire purchase agreements paid out or refinanced during the year.

11. External Loans	Yes	No	N/A
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Details of borrowings during the year, including:

Loan statements detailing interest, repayments and loan balance at the end of the year.

Details of security provided for the finance.

Details of borrowing costs incurred.

12. Salaries and PAYG Withholdings	Yes	No	N/A
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Please supply copies of PAYG Payment Summaries issued at year end.

Please supply a copy of your PAYG Summary Statement.

## Other Information

13. Transactions Not Through the Business	Yes	No	N/A
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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.

14. Legal Documents	Yes	No	N/A
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Please attach solicitor's statements and/or correspondence relating to any legal transactions during the year.

Please include statements and agreements relating to any new mortgages, hire purchase agreements, leases and loans.

15. Private Use	Yes	No	N/A
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Please provide details and dollar amount of goods taken for private use.

*Note: Please advise whether or not this includes GST.*

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).

Provide details of any business assets made available for the private use of the owners or their associates.

