



Financial Statements Checklist

If you require preparation of Financial Statements for yourself or a related entity, the following checklist will assist you in providing the relevant information and supporting documentation we need.

If you have any other specific requirements that require attention, please also provide details of these.

Transactional Data	✓
Accounting software file: <ul style="list-style-type: none"> • Current backup (MYOB, Quickbooks, Reckon Accounts etc), OR • Access to Cloud files (MYOBLive, Xero, Quickbooks Online etc) <i>Note: Please ensure all year end reconciliations have been performed and that your file has been locked for prior period transactions</i>	
If no Accounting software is used, please provide other transactional information such as: <ul style="list-style-type: none"> • Spread sheet summary of transactions, or • Bank statements with appropriate narrations 	
Source Documentation - Assets	✓
Copies of bank statements as at 30 June for all bank accounts and/or term deposits <i>Note: If any accounts were closed during the year please provide the final statement.</i>	
If you have a petty cash float, please advise how much was held in petty cash as at 30 June	
Documentation for any assets purchased during the financial year	
Documentation for any assets sold during the financial year	
If you do not track debtors within your Accounting Software, please provide a list of GST-Inclusive debtors as at 30 June	
If you hold stock, please provide a list of GST-Exclusive stock as at 30 June	
If you have any work in progress as at 30 June, please advise the GST-Exclusive amount	
Source Documentation – Liabilities	✓
Copies of bank statements as at 30 June for all loan/credit card accounts <i>Note: If any accounts were closed during the year please provide the final statement.</i>	
If you do not track creditors within your Accounting Software, please provide a list of GST-Inclusive creditors as at 30 June and how much GST is contained within each creditor	
Copies of finance documents for any new finance during the financial year <i>Note: If any finance has been paid out early during the financial year, please provide details of the payout</i>	
Source Documentation - Income & Expenses	✓
Copies of any tax invoices for legal fees during the financial year	
Copies of Annual PAYG Payment Summary Statement and Individual Payment Summaries for the financial year	
Details of any shares/investments bought and/or sold	
Source Documentation - Other	✓
If we are also preparing your personal tax return, please provide the relevant information per the Individual Tax Return Checklist and/or Rental Property Checklist.	