

2011 Accounting Information Checklist

Client name _____

Please forward the following where applicable:

Enclosed N/A

Accounting File

- Back up of Accounting Data File. *Eg: MYOB, QuickBooks or Quicken*
- Username _____
- Password _____
- Version Used _____

For all Bank Accounts

- Copy of Bank Statement showing final balance at 30 June 2011
- Confirm that the bank balances reconcile to the statements at 30 June 2011
- Details of any stale unpresented cheques in the bank reconciliations

For all Credit Cards & Loans

- Credit Card Reconciliation Report at 30 June 2011
- Copy of Credit Card Statement showing final balance at 30 June 2011
- Copy of all business Loan Statements for the year, and details of new loans and interest paid

Assets

- Listing of any capital improvements for the year with supporting invoices detailing the work performed
- Details of any asset acquisitions or disposals for the year with supporting invoices and sale contracts, including Hire Purchase, Lease or Chattel Mortgage agreements, including date of purchase and date that each asset was first used or installed ready for use.

Enclosed N/A

Investments & Other

- Copies of Dividend Statements, including Dividends Reinvestment Statements
- Copies of all share Buy and Sale Contracts for the year, or alternatively a transaction listing from your Broker with all buy and sell details
- Managed Fund Annual Tax Statements for the year in respect of distribution income
- Managed Fund Annual Capital Gains Tax Statements (where units were sold)
- Details of income and expenses in relation to rental properties
- Purchase/sale details of properties, including settlement statement and details of other legal/agent fees incurred
- Details of foreign income and expenses including any foreign tax paid

ATO, Superannuation & Workcover Obligations

- Copy of PAYG Payment Summary Statement and reconciliation to wages
- Copy of Workcover Statement of Remuneration for 2011
- Copy of any GST reconciliations as at 30 June, 2011
- Reconciliation of superannuation expense and balance payable at 30 June, 2011
- Confirm that superannuation was paid within 4 weeks after the end of each quarter

General Ledger Review

- Listing of Trade Debtors at 30 June 2011, reconciled to the accounts
- Detailed Listing of Bad Debts written off for the year
- Listing of Trade Creditors at 30 June 2011, reconciled to the accounts
- Listing for Repairs and Maintenance for the year, including details
- Listing of Legal Expenses for the year, with supporting invoices or details
- For major Travel Expenses, confirm % of business related travel
- Details of any Prepaid Expenses, including insurance policy dates
- Details of Stock on Hand at 30 June, 2011
- Highlight any general ledger accounts that might require additional review by us

PLEASE INCLUDE THIS COMPLETED CHECKLIST WITH YOUR INFORMATION