

## Year End Checklist and Information Required for the Year Ended 30 June 2008

For Clients using their own Accounting System (not MYOB)

Entity Names: **Enter Entity Name**

**Enter Entity Name**

Your Client Manager: **Enter Client Manager Name**

To assist us in preparing your financial statements and income tax returns, please complete this checklist and questionnaire carefully for each entity, and return it to our office together with the information required. This will help us to prepare your financial statements and income tax returns as efficient as possible. **If information is not provided, or accounts are not reconciled, the time required and therefore the cost of preparing the financial statements and income tax return may increase substantially.**

We remind you that it is your responsibility to ensure that all relevant information is provided to us in a complete and accurate manner. If you are unsure, please call your client manager to discuss.

**1 DO NOT rollover to the new year unless your system allows for prior year entries after rollover.**

**Confirm that:**

- rollover to new year has NOT been performed **OR**
- your system allows for prior year entries after rollover


If a rollover has been performed, any adjustments that we may require you to enter may not be able to be entered. Note that most accounting systems allow you to start entering the new year's transactions without rolling over. Please refer to your software manual, or call our office if you are not sure.

**2 Reconcile Accounts**

- (a) all bank account balances reconcile to the balance sheet
- (b) all bank loan balances reconcile to the balance sheet
- (c) creditors listing reconciles with the creditors amount on balance sheet
- (d) debtors listing reconciles with the debtors amount on balance sheet
- (e) inventory listing reconciles with the Closing Stock amount on balance sheet
- (f) inter-entity loans accounts reconcile with each other
- (g) GST accounts on balance sheet reconcile to the June BAS
- (h) there are no amounts in a "suspense" account, **OR**, provide full details of suspense amounts so we are able to determine what they are.

	Yes	N/A

**3 Do not edit or add transactions AFTER you have provided us with the year's accounting information.**

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Your accounting figures must remain the same as the version you are forwarding to us. If you find that an adjustment is required AFTER you have forwarded your accounting information to us, please advise us. If not, we will not be working on the same "final" figures.

**For each entity please provide the following:**

**Yes      N/A**

**1 Final Accounting Reports:**

- (a) Trial balance (with account numbers) showing this year and last year figures
- (b) Detailed Balance Sheet showing this year and last year figures
- (c) Detailed Profit and Loss statement showing this year and last year figures

	Yes	N/A

**2 Hire Purchase / Lease Details:**

- (a) Copies of New Hire Purchase/Lease contracts
- (b) HP/Lease calculation schedules
- (c) Details of HPs or Leases paid out during the year


**3 Depreciable Assets:**

- (a) Purchase date, cost price and description of each asset purchased through the year,  
**OR** copy of depreciation schedule, including reconciliation to balance sheet and profit and loss.
- (b) Sale date and sale proceeds for each asset sold, traded in or scrapped during the year.




**14 Other information:**

If business or other major asset sold or purchased, provide a copy of the sale or purchase agreement

Yes	N/A

Please provide any other information that may be relevant:


**15 Timing of Financial Statements and Income Tax Returns**

At all times we endeavour to complete and finalise our client's financial statements and income tax returns in a timely and efficient manner. However, there are many factors that may delay this process. These include conflicting and different deadlines for different tax requirements (eg FBT returns, BASs, income tax returns), incomplete or inaccurate information provided by clients, and information from third parties not provided in a timely manner (eg bank information, financial statements for related or investment entities, trust distribution details).

If you require your financial statements and income tax returns to be finalised for a specific purpose, please advise when they are required by, and for what purpose:

\_\_\_\_\_

If you have completed the checklist in full and have provided all relevant information, we will endeavour to finalise your financial statements and tax returns by the date specified. If we are unable to do this, we will contact you.

**16 Authorisation**

To: \_\_\_\_\_ (firm name)

The checklist has been completed in full and all required information has been attached.

I/We hereby authorise you to prepare our Financial Statements and Income Tax Returns for the \_\_\_\_\_ year. I/We undertake to supply all information necessary to carry out such services, and understand that we are responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with our banks, finance companies, the Australian Taxation Office, and other third parties to obtain such information as you require in order to carry out the above assignment.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**17 Please provide the contact details of the person to be contacted if further information is required:**

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Please forward details to: Enter Client Manager Name**  
by mail, email or phone for an appointment.