



Della & Associates

# CHECKLIST – Annual Financial Statements (Business Clients)

<b>Name of Entity</b>		<b>Financial Year</b>	
<b>Completed by</b>		<b>Date Completed</b>	

PLEASE TICK ✓

## Accounts of Entities – Please attach documents in the following order (if applicable):

We Need Enclosed

1.	Please provide a backup of your electronic data file / and or manual cashbook – indicate what software you use (version, etc.) and format of your backup (i.e. floppy disk, CD, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Bank Reconciliation – copy of Reconciliation as at 30 <sup>th</sup> June for <u>all</u> Bank Accounts	<input type="checkbox"/>	<input type="checkbox"/>
3.	Copy of Bank Statement(s) – for <u>all</u> Accounts showing account balance as at 30 <sup>th</sup> June <b>(this includes Loan Accounts)</b>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Cheque Butts / Deposit Books	<input type="checkbox"/>	<input type="checkbox"/>
5.	Print-out of Balance Sheet and Profit and Loss Statement for the financial year (with comparison figures from previous financial year if available)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Print-out of Accounts Receivable (Debtors – What is Owed to You) Summary as at 30 <sup>th</sup> June	<input type="checkbox"/>	<input type="checkbox"/>
7.	Print-out of Accounts Payable (Creditors – What You Owe) Summary as at 30 <sup>th</sup> June	<input type="checkbox"/>	<input type="checkbox"/>
8.	Details of assets acquired and/or disposed of during financial year, including:- type of assets, date of acquisition/disposal and consideration paid/received	<input type="checkbox"/>	<input type="checkbox"/>
9.	Lease or HP agreements (if new) or documents for purchase of motor vehicles, premises, equipment and/or any other capital expenditures	<input type="checkbox"/>	<input type="checkbox"/>
10.	Details of any new loans taken out during the financial year and their purpose	<input type="checkbox"/>	<input type="checkbox"/>
11.	Copy of PAYG Withholding Annual Summary and PAYG Summaries (Group Certificates) issued for financial year. (Please disregard if this was prepared by us – also, if you have issued more than 10 PAYG Summaries please <u>only</u> provide a spreadsheet listing details of all the PAYG Summaries issued)	<input type="checkbox"/>	<input type="checkbox"/>
12.	Copy of WorkCover Annual Certification for financial year (Please disregard if this was prepared by us)	<input type="checkbox"/>	<input type="checkbox"/>
13.	Copy(s) of all Business Activity Statements (BAS) and Instalment Activity Statements (IAS) lodged during financial year. (Please disregard any of these that were lodged by us)	<input type="checkbox"/>	<input type="checkbox"/>
14.	Please provide details of bad debts actually written off during financial year	<input type="checkbox"/>	<input type="checkbox"/>
15.	Please look through your last year's Depreciation Schedule and identify any items that may be obsolete or written off during financial year – provide date of event. Also, verify that this is a true reflection of the Asset Register of the entity (other than items purchased during the financial year)	<input type="checkbox"/>	<input type="checkbox"/>
16.	Please provide a Closing Stock value as at 30 <sup>th</sup> June of the financial year (Please disregard this item if you do not carry trading stock)	<input type="checkbox"/>	<input type="checkbox"/>
17.	Please provide Motor Vehicle Log Books (if available) for all Motor Vehicles operated through the business. Please note that Log Books need to be <u>not</u> more than 5 years old for each vehicle. List each vehicle in your business and indicate if valid Log Books are available.	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**


