

BUSINESS CLIENT INFORMATION CHECKLIST

Client name:

Date:

Please take the time to complete this checklist as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your financial statements
- Minimise the queries from us during the preparation of your financial statements
- Ensure we can complete your financial statements within a timely manner

UPDATE OF ADDRESS DETAILS

To ensure that our records are up to date, please provide us with any update of the following details:

Business address:	
Postal address:	
Email:	
Home phone:	
Mobile phone:	
Fax:	

INFORMATION CHECKLIST

1. First time financial statements and tax returns	Yes	No	N/A
If we are preparing your accounts for the first time, please provide copies of your last financial statements, tax returns and ATO notices of assessment.			

2A. Accounting records			N/A
Please provide a copy of your computer data file. Name of program: (i.e. MYOB or Quickbooks) Version number: Password (if applicable):			
2B. Manual accounts	Yes	No	N/A
 Please provide the following information: Reconciled cashbook (if applicable) Cheque payment details Deposit details 			



3A. Balance sheet items	Yes	No	N/A
Please provide the following information:			
 Bank statements showing 30 June balance 			
Bank reconciliations (if applicable)	Yes	No	
3B. Accounts receivable			N/A
Please supply a list of trade debtors as at 30 June			
Please provide a list of bad debts written off or to be written off			
3C. Investments/Property	Yes	No	N/A
Please provide details of investments/property purchased during the year, including:			
Date of purchase			
 Cost of acquisition Copy of contract for purchase 			
 Copy of settlement statement 			
Please provide details of investments/property sold or disposed during the year, including:			
 Date of disposal 	_	_	_
 Consideration received Copy of contract for sale 			
Copy of settlement statement			
3D. Stock/Inventory/Work in progress	Yes	No	N/A
Please advise the value of stock on hand/work in progress as at 30 June.			
Please circle the valuation method you have used:			
Cost Market Replacement			
Alternatively, please confirm the value of stock at 30 June does not exceed the value at 30 June the previous year by more than \$5,000.00.			
3E. Prepayments	Yes	No	N/A
Have you paid any expense in advance that span two financial years? For example:			
Subscriptions	_	_	_
 Insurance Internet/phone access 			
Legal fees			
3F. Plant and equipment	Yes	No	N/A
Please provide details of assets PURCHASED during the year, including copy of invoice and estimated useful life.			
Please provide details of assets SOLD or DISPOSED during the year, including date and consideration received.			
Please review your depreciation schedule from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?			
3G. Accounts payable	Yes	No	N/A
Please supply a list of trade creditors as at 30 June.			
Please provide a copy of credit card statements up to and including 30 June.			
3H. Annual leave/long service leave	Yes	No	N/A
If you accrue for annual leave/long service leave please provide a schedule of leave entitlements as at 30 June, including:			
Employee name			
 Number of days owed 			
Commencement date Current salary			

3I. Leases/hire purchase/chattel mortgage			N/A
Please provide a copy of lease/hire purchase/chattel mortgage agreements for any new agreements entered into during the year.			
Please provide details for any agreements paid out during the year.			
Please provide details for any agreements refinanced during the year.			
3J. Bank loans	Yes	No	N/A
Please provide copies of loan statements up to and including 30 June.			
If a new loan was entered into during the year please provide copy of the loan/facility agreement.			

4. Profit and loss items	Yes	No	N/A
It is important to review your income and expense transactions to ensure they include adequate narrations to inform us of the nature of the transaction.			
4A. Investment income	Yes	No	N/A
Please provide details of all investment and rental property income received during the year, including:			
 Dividend statements Interest statements Trust distribution year end tax statements Rental property agent statements 			
4B. Expenses	Yes	No	N/A
Please provide a copy of the invoices for the following transactions: Bad debts Donations Insurance Legal fees			
4C. PAYG withholding/superannuation and wages	Yes	No	N/A
Please provide copies of PAYG payment summaries issued during the year and the year-end PAYG summary statement.			
Please provide details of compulsory employee superannuation contributions, including date of payment. Reconcile to payroll records.			

5.	Other	information	 please 	list below
----	-------	-------------	----------------------------	------------



