

Simplifying complex accounting issues for your farm or business



## CLIENT INFORMATION CHECKLIST

Our Ref: /COR/

Entity \_\_\_\_\_

Please take the time to complete this checklist. It's an important part of your accounting process and will help 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:

<b>Postal address:</b>				
<b>Business/home address:</b>				
<b>Contact details:</b>	Telephone	Mobile	Fax	Email
<b>Bank account details:</b>	Bank	BSB	Account number	Account name
<b>Computer data file:</b>	Name of program (eg. MYOB)	Version number	Username	Password

## INFORMATION CHECKLIST

1. Accounting records	
a) Balance sheet with prior year comparison and reconciled to prior year end-of-year journals	<input type="checkbox"/>
b) Profit and loss statements	<input type="checkbox"/>
c) Manual cashbook	<input type="checkbox"/>
d) Business activity statements (with supporting workpapers)	<input type="checkbox"/>
e) Income activity statements (with supporting workpapers)	<input type="checkbox"/>
f) Personal credit card records (if containing business related expenses)	<input type="checkbox"/>
g) Petty cash records	<input type="checkbox"/>

## 2. Balance sheet

(General ledger or subsidiary ledger accounts) – with full narrations and details

- a) Property, plant and equipment (including invoices for purchases and sales)
- b) Bank reconciliations (including bank statements) including as at 30 June 2016
- c) Business credit card records
- d) Investment records
- e) Debtors/receivables reconciliation to balance sheet
- f) Stock (stock sheets/count)
- g) Livestock (complete schedule if applicable)
- h) Creditors/payables reconciliation to balance sheet
- i) Loan accounts (including bank statements)
- j) Hire purchase/chattel mortgage agreements (new equipment financed)

## 3. Profit & Loss

(General Ledger Accounts) – It is important that you review your income and expense transactions to ensure they include adequate narrations to inform us of the nature of the expense. To assist you in this process, we have detailed the basic accounts which we require you to review. Please provide copies of the invoices or applicable records for the accounts with an asterisk (\*).

- a) Bad debts
- b) Donations
- c) Electricity (ensure there are 4 payments)
- d) Entertainment
- e) Insurance (include a break up between business and private payments)\*
- f) Interest
- g) Investment income accounts\*
- h) Lease charges (ensure there are 12 payments)
- i) Legal fees\*
- j) Motor vehicle expenses (complete schedule if applicable)
- k) Rates (ensure there are 4 payments)
- l) Rent (ensure there are 12 payments)
- m) Repairs and maintenance (provide details of any structural repairs or new equipment purchased)
- n) Subscriptions
- o) Superannuation (reconciled to payroll records)\*
- p) Travel (provide details of what these costs were for – eg. meeting client/supplier)
- q) Wages/payroll reports (reconciled to payroll records/copy of annual PAYG summary)\*

## 4. Personal income tax return(s)

Please supply all records with respect to the following:

- a) PAYG payment summaries
- b) Government benefits (Centrelink etc)
- c) Investment Income (interest, dividends, foreign income, managed investment / rental property summaries)
- d) Investment records (asset purchases or sales, including original purchase details for any shares sold)
- e) Private health insurance
- f) Personal superannuation information
- g) Expenses in relation to employment or investment income
- h) Instalment activity statements lodged

