



# 2019/20 ACCOUNTS PREPARATION CHECKLIST

*To assist us in preparing your financial statements, please use this checklist when you compile your information. Completing the checklist can take some time and effort however your efforts will enable us to process your work more efficiently. This can lead to both time and cost savings as we will not need to come back to you with further requests for information, thus delaying the processing of your return.*

Please ensure you complete ALL relevant questions and provide additional information as required.

## Your details

FullName:

Entity Name:

Contact Telephone Number:

## If we are preparing your return for the first time

YES NO

Please supply the following information

- |   |                          |                          |
|---|--------------------------|--------------------------|
| • Copies of your last financial statements  | <input type="checkbox"/> | <input type="checkbox"/> |
| • A copy of your last income tax return   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copies of any other relevant correspondence with the ATO<br>(eg objections, penalties, final notice to lodge etc) | <input type="checkbox"/> | <input type="checkbox"/> |

Cash balances	YES	NO
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Please tick and provide additional paperwork as required

• Please provide a copy of your reconciled accounting software on computer disk.  YES  NO  
 Please circle the program you are using: Cashman/ MYOB/ Quicken/ Quickbooks/ Xero/ Other.  
 Also please provide the version number of the program you are using: \_\_\_\_\_

• Please provide the following if applicable to your accounting software:  YES  NO  
 Username: \_\_\_\_\_ Password: \_\_\_\_\_

• Copies of bank reconciliations as at 30 June  YES  NO

• Copies of bank statements as at 30 June  YES  NO

If you are using a computer program and do not intend to supply Clarity Professional Group with a disk, please supply the following additional information:

• Financial Statements such as;  
 Profit & Loss Statement  YES  NO  
 Balance Sheet

• General Ledger  YES  NO

• Trial balance and bank reconciliations  YES  NO

If you do not use a computer program:

• Expense payment details  YES  NO

• Income details  YES  NO

• Bank reconciliations (if available)  YES  NO

• Copies of your bank statements  YES  NO

Petty Cash	YES	NO
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• Balance of Petty cash as at 30 June  YES  NO

Debtors	YES	NO
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• Please supply a list of trade debtors (people who own you money) as at 30 June  YES  NO

• Please supply a list of bad debts written off or to be written off as 30 June  YES  NO

Investments	YES	NO
Please supply the following		
• Schedule of investments held at 30 June, including cash management and term deposit accounts	<input type="checkbox"/>	<input type="checkbox"/>
• Investments acquired during the year, date and cost of acquisition	<input type="checkbox"/>	<input type="checkbox"/>
• Investments sold during the year, date of disposal and consideration received	<input type="checkbox"/>	<input type="checkbox"/>
• Details of investment income received during the year, including dividends, interest and trust taxation summaries etc	<input type="checkbox"/>	<input type="checkbox"/>

Stock	YES	NO
Please supply the following		
• Value of stock on hand as at 30 June	<input type="checkbox"/>	<input type="checkbox"/>

Creditors	YES	NO
Please supply the following		
• List of trade creditors at 30 June	<input type="checkbox"/>	<input type="checkbox"/>
• Credit card statements up to and including 30 June	<input type="checkbox"/>	<input type="checkbox"/>

Leases & Hire Purchase	YES	NO
Please supply the following		
• Details (including contracts) for any new leases, hire purchase or chattel mortgage agreements entered into during the year	<input type="checkbox"/>	<input type="checkbox"/>
• Details on any leases, hire purchase or chattel mortgage agreements paid out during the year	<input type="checkbox"/>	<input type="checkbox"/>

Fixed assets	YES	NO
Please supply the following		
• Details of assets acquired during the year, including date and cost	<input type="checkbox"/>	<input type="checkbox"/>
• Details of assets sold during the year, including date and consideration received	<input type="checkbox"/>	<input type="checkbox"/>
• Details of any assets that have been scrapped, taken for personal use or traded in	<input type="checkbox"/>	<input type="checkbox"/>

Investments	YES	NO
Please supply the following		
• Details of any borrowings during the year including repayments, interest paid and loan balance at year end	<input type="checkbox"/>	<input type="checkbox"/>
• Details of borrowing costs incurred (ie loan set up costs)	<input type="checkbox"/>	<input type="checkbox"/>

Salaries and PAYG withholdings	YES	NO
Please supply the following		
• Copies of PAYG payment summaries issued	<input type="checkbox"/>	<input type="checkbox"/>
• A copy of your PAYG summary statement	<input type="checkbox"/>	<input type="checkbox"/>

Transactions not through the business	YES	NO
• Were all sales banked and purchased paid through the business trading account during the year?	<input type="checkbox"/>	<input type="checkbox"/>
• If not, please provide details as to how these funds were applied or how the purchases were paid for	<input type="checkbox"/>	<input type="checkbox"/>

Prepayments	YES	NO
Are there any expenses paid more than 12 months in advance? For example:	<input type="checkbox"/>	<input type="checkbox"/>
• Subscriptions	<input type="checkbox"/>	<input type="checkbox"/>
• Maintenance agreements	<input type="checkbox"/>	<input type="checkbox"/>
• Insurance	<input type="checkbox"/>	<input type="checkbox"/>
• Advertising	<input type="checkbox"/>	<input type="checkbox"/>
• Interest	<input type="checkbox"/>	<input type="checkbox"/>

Private Use	YES	NO
• Telephone (a percentage will suffice)	<input type="checkbox"/>	<input type="checkbox"/>
• Motor Vehicle (logo book details will be required)	<input type="checkbox"/>	<input type="checkbox"/>

**Private Use**

If there is any other information that you consider relevant, or you have particular concerns/queries, please provide us with details and attach information if applicable:

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I confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

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Client Signature

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Date