



2023/2024 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

Full Name:

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
(eg objections, penalties, final notice to lodge etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
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Please tick and provide additional paperwork as required

- Please provide a copy of your reconciled accounting software on computer disk.
- Please circle the program you are using: Cashman/ MYOB/ Quicken/ Quickbooks/ Xero/ Other.
- Please provide the version number of the program you are using: _____

- Please provide the following if applicable to your accounting software:

Username: _____ Password: _____

- Copies of bank reconciliations as at 30 June
- Copies of bank statements as at 30 June

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
Balance Sheet
- General Ledger
- Trial balance and bank reconciliations

If you do not use a computer program:

- Expense payment details
- Income details
- Bank reconciliations (if available)
- Copies of your bank statements

Petty Cash

YES NO

- Balance of Petty cash as at 30 June

Debtors

YES NO

- Please supply a list of trade debtors (people who owe you money) as at 30 June
- Please supply a list of bad debts written off or to be written off as 30 June

ACCOUNTS PREPARATION CHECKLIST

Investments

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"/>
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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"/>

ACCOUNTS PREPARATION CHECKLIST

Please supply the following

- Details of any borrowings during the year including repayments, interest paid and loan balance at year end
- Details of borrowing costs incurred (i.e. loan set up costs)

Salaries and PAYG withholdings

YES NO

Please supply the following

- Copies of PAYG payment summaries issued
- A copy of your PAYG summary statement

Transactions not through the business

YES NO

- Were all sales banked and purchased paid through the business trading account during the year?
- If not, please provide details as to how these funds were applied or how the purchases were paid for

Prepayments

YES NO

- Are there any expenses paid more than 12 months in advance? For example:
- Subscriptions
 - Maintenance agreements
 - Insurance
 - Advertising
 - Interest

Private Use

YES NO

- Telephone (a percentage will suffice)
- Motor Vehicle (logo book details will be required)

