

BUSINESS

END OF YEAR CHECKLIST

We take pride in the relationships formed between ourselves and our clients: Our vision is for you to feel that the accountant client relationship is our highest priority.

- Backup of computerised information ie. Xero, MYOB, Quickbooks, program version and password if applicable
- Copy of BAS/IAS statements lodged
- Copy of bank statements at 30 June and bank reconciliation
- Debtors report and reconciliation at 30 June. Please check report matches your balance sheet
- Creditors report and reconciliation at 30 June. Please check report matches your balance sheet
- Stock on hand @ 30 June
- Fixed asset listing detailing new purchases and disposal
- Copy of PAYG Statement & Summary (group certificates).
- Private usage component of phone, electricity, water and motor vehicle expenses
- Loans/leases/chattel mortgages & HP agreement statements
- Log books for motor vehicle
- Superannuation Contributions
- Home office expenses
- Details of sale of assets eg. business equipment, shares, or property

This information is intended as a guide only and no responsibility is accepted by Mayberry Meldrum and Anderson for any errors or omissions and the above information should be used in conjunction with advice from your Accountant.

