

End of Period Business Checklist

Client Name: _____ Period Ended: _____

Please complete this checklist and when you are ready to do your tax, return it to SEA office with all of the information requested.

Your reconciled Cashbook
 All Bank Statements

OR

If you use Quickbooks, MYOB, or other software package, please provide all of the following:

Backup Disk Password: _____
 All Bank statements

We will also require **all** of the following information (regardless of the bookkeeping method you use):

All credit card statements for the period
 All loan statements for the period
 Petty Cash/Cash payments summary
 Wages books/records (including copies of Payment summaries issued and payment summary statement)

Please also complete the following information as at the **end of the period**:

Accounts Receivable

(money owing to you from customers) \$ _____

Please attach a list of all amounts owing to you and details of any bad debts you have written off, or which should be written off.

Stock on Hand

(The value of your stock at the end of the period, at your cost price and excluding GST) \$ _____

Note: This figure directly affects your profits, and if it is wrong you will pay too much or not enough tax.

Accounts Payable

(owed by you to suppliers) \$ _____

Please attach a list of all amounts outstanding, showing what the expense is for (eg. Stock, phone)

Please also provide details of:

- Any new assets purchased during the period (include a description, the date purchased & the cost of each item)

- Any Legal documents (eg loans, leases, hire purchases) signed in the period – *include a copy of the contract*

- Wages records and copies of group certificates (PAYG payment summaries) issued to your employees - *see note below*

BAS / IAS

Please provide copies of your Business or Instalment Activity Statement calculations, if we haven't completed them for you

Note: Your tax return has to match your wages and BAS figures, if they don't you could be audited by the ATO.

Please also provide any additional information that may assist us in the preparation of your accounts and income tax returns.
