

# business checklist

Documentation required for end of financial year preparation of financial statements and income tax return to help you get organised and us to work more efficiently for you.

- A disc or USB** containing all transactions for the financial year, including any year end adjustments and cash at bank, debtors and creditors reconciliations. (No further entries should be made for that year thereafter.) The software name, version and any password are also required.
- Bank statements** as at 30 June for the cash at bank plus other investment, loan and credit card accounts should be provided.
- Plant, equipment, furniture or other assets** – we will need copies of invoices to enable us to claim the appropriate depreciation.
- New loans, leases, hire purchase, chattel mortgage or other contracts** – please provide a copy of any documentation.
- Wages** – please provide copies of all PAYG summaries issued to employees plus your annual PAYG summary statement. (Your in-house or external bookkeeper should have reconciled the general ledger and summaries.)
- Superannuation** – please adjust any unpaid contributions as at 30 June.
- Stock on hand/work in progress** – please advise the cost as at 30 June, exclusive of goods and services tax.
- Other income/expenses** – any business income and expenses not passing through your business accounts should be provided.
- Debtors/creditors** – if not incorporated in your software, please provide amounts owed and owing as at 30 June.
- Motor vehicles** – please provide the 30 June odometer readings for vehicles owned by and used in the business.

a clear difference

PO Box 1598 Osborne Park DC WA 6916  
T: 08 9204 3733 F: 08 9204 3766  
BS Newton & Co Proprietary

Suite 5, 24 Walters Drive, Herdsman WA 6017  
E: info@bsnandco.com.au www.bsnandco.com.au  
ACN 008 928 112 ABN 12 865 637 267

