# 2013 Business Year End Checklist

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|---|---|---|---|
| **Client Group:** | | **Date:** | |

Below is a checklist of information we will require from you in order to attend to your Business and/or Investment Entity Year End Compliance Work including preparation and lodgement of your Financial Statements, Income Tax Returns and other Supporting Documentation. Please take the time to complete this checklist as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your Business Year End Compliance Work
- Minimise the queries from us during the process
- Ensure we can complete your Business Year End Compliance Work within our agreed timeframe

## Authorisation

Please complete the Authorisation below as this confirms the scope of our work and allows us to contact necessary organisations, (eg. your bank, financial advisor, or insurance broker) to obtain information that is required to complete your Business Year End Compliance Work.

I/We authorise CapitalQ Chartered Accountants to complete the compilation of Financial Statements, Income Tax Returns and Supporting Documents for me/us for the 2012 financial year. I/We understand that a compilation is limited to the collection, classification and summarisation of financial information supplied by me/us and does not involve the verification of that information. I/We do not require CapitalQ Chartered Accountants to carry out an Audit or formal Investigation of the information supplied or the Financial Statements produced.

I/we authorise CapitalQ Chartered Accountants to obtain whatever information is required from third parties to complete the above work for the following Business Entities –

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|---|---|
| **Client Business Entity** | |
| **Client Primary Contact:** | |
| **Client Signature:** | |
| **Date:** | |

## Update of Address Details

To ensure that our records are up to date, please provide us with any UPDATE of the following details:

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|---|---|
| **Physical Address:** | |
| | |
| **Postal Address:** | |
| | |
| **Email:** | |
| **Work/Home Phone:** | |
| **Mobile Phone:** | |
| **Fax:** | |

| 1. First Time Financial Statements & Income Tax Returns | Yes | No | N/A |
|---|---|---|---|
| If we are preparing your accounts for the first time, please provide copies of your last Financial Statements & Income Tax Returns. | ❑ | ❑ | ❑ |

| 2. Computerised Accounting Systems | Yes | No | N/A |
|---|---|---|---|
| If using Xero, please provide us with access if not already.<br><br>It not using Xero, please provide a <u>Backup</u> of your computerised data file. Please also advise -<br>**Name of Program: (i.e. MYOB or QuickBooks)** __________________________<br>**Version Number:** __________________________<br>**Password (if applicable):** __________________________ | ❑ | ❑ | ❑ |

| 3. Manual Accounting Systems | Yes | No | N/A |
|---|---|---|---|
| Please provide the following information:<br>• Reconciled Cashbook (if applicable)<br>• Cheque Books (if no Cashbook)<br>• Deposit Books (if no Cashbook)<br>• Summaries of expenses paid from petty cash and from personal funds | ❑ | ❑ | ❑ |

| 4. Cash Balances | Yes | No | N/A |
|---|---|---|---|
| Please provide the following information:<br>• If we have not been provided with View Only Internet Banking Access to your business accounts, copies of Bank Statements for the period 1 July 2012 to 30 June 2013, or<br>• Bank Reconciliation Statement and Bank Statement as at 30 June 2013 | ❑ | ❑ | ❑ |

| 5. Accounts Receivable | Yes | No | N/A |
|---|---|---|---|
| Please supply a reviewed and verified list of trade debtors as at 30 June 2013. | ❑ | ❑ | ❑ |
| Please provide a list of bad debts written off or to be written off. | ❑ | ❑ | ❑ |

| 6. Investments / Properties | Yes | No | N/A |
|---|---|---|---|
| Please provide details of all investment and rental property **INCOME** received during the year, including:<br>• Dividends (Statements and/or your own Summary)<br>• Interest<br>• Trust Taxation Statements (<u>Actual Statements</u> issued by the Trusts are required)<br>• Rental income (Estate Agent Summary Reports and/or your own Summary) | ❑ | ❑ | ❑ |
| Please provide details of Investments/Properties **PURCHASED** during the year, including:<br>• copy of contracts for purchase<br>• copy of settlement statements | ❑ | ❑ | ❑ |
| Please provide details of Investments/Properties **SOLD** or **DISPOSED** during the year, including:<br>• copy of contracts for purchase (if not previously provided) & copy of contracts for sale<br>• copy of settlement statements | ❑ | ❑ | ❑ |

| 7. Stock / Inventory / Work in Progress | Yes | No | N/A |
|---|---|---|---|
| Please advise the value of Stock on hand / Work in Progress as at 30 June 2013.<br><br>Please circle the valuation method you have used (please circle):<br><br>Cost Market Replacement | ❑ | ❑ | ❑ |
| Alternatively if you qualify as a Small Business (turnover under $2m), please confirm the value of stock at 30 June <u>2013</u> does not exceed the value at 30 June <u>2012</u> by more than $5,000? | ❑ | ❑ | ❑ |

| 8. Prepayments | Yes | No | N/A |
|---|---|---|---|
| Have you paid any expense in advance? For example:<br>• Subscriptions<br>• Insurance<br>• Internet / Phone Access<br>• Legal Fees<br>If so, please provide a schedule detailing amounts paid and period covered? | ❑ | ❑ | ❑ |
| Alternatively if you qualify as a Small Business (turnover under $2m), please confirm no expenses paid in advance span <u>more</u> than 12 months? | ❑ | ❑ | ❑ |

| 9. Fixed Assets (Plant & equipment, Motor vehicles, etc) | Yes | No | N/A |
|---|---|---|---|
| Please provide details of assets **PURCHASED** during the year, including copies of invoices and estimated useful life of each item. | ❑ | ❑ | ❑ |
| Please provide details of assets **SOLD** or **DISPOSED** during the year, including date and consideration received. | ❑ | ❑ | ❑ |
| Please review your depreciation schedule from the previous year. Have any of these assets been scrapped, taken for personal use or traded in? | ❑ | ❑ | ❑ |

| 10. Accounts Payable & Credit Cards | Yes | No | N/A |
|---|---|---|---|
| Please supply a reviewed and verified list of trade creditors as at 30 June 2012. | ❑ | ❑ | ❑ |
| If we have not been provided with View Only Internet Banking Access to your business credit card accounts, please provide copies of Bank Statements for each Card for the period 1 July 2011 to 30 June 2012. | ❑ | ❑ | ❑ |

| 11. GST | Yes | No | N/A |
|---|---|---|---|
| Please provide copies of your Business Activity Statement Calculation Worksheets or Other Working Papers for BASs lodged during the year. | ❑ | ❑ | ❑ |

| 12. Annual Leave / Long Service Leave | Yes | No | N/A |
|---|---|---|---|
| Please provide a schedule of leave entitlements as at 30 June 2012, including:<br>• Employee Name<br>• Number of Days Owed<br>• Entitlement Value ($) | ❑ | ❑ | ❑ |

| 13. Wages / PAYG Withholding / Superannuation | Yes | No | N/A |
|---|---|---|---|
| Please provide copies of Payment Summaries and Year-End Summary Statement. | ❑ | ❑ | ❑ |
| Please provide details of compulsory employee superannuation entitlements and contributions, including date of payment and/or amount outstanding. Have all paid amounts cleared your bank account as at 30 June 2013? | ❑ | ❑ | ❑ |

| 14. Leases / Hire Purchase / Chattel Mortgage | Yes | No | N/A |
|---|---|---|---|
| Please provide a copy of lease / hire purchase / chattel mortgage agreements for any new agreements entered into during the year | ❑ | ❑ | ❑ |
| Please provide details including supporting documentation for any lease / hire purchase / chattel mortgage paid out during the year. | ❑ | ❑ | ❑ |
| Please provide details including supporting documentation for any lease / hire purchase / chattel mortgage refinanced during the year. | ❑ | ❑ | ❑ |

| 15. Bank Loans | Yes | No | N/A |
|---|---|---|---|
| If we have not been provided with View Only Internet Banking Access to your business and investment loans, please provide copies of loan statements for the period 1 July 2012 to 30 June 2013. | ❑ | ❑ | ❑ |
| If any new loans were entered into during the year please provide copies of the Loan / Facility Agreement. | ❑ | ❑ | ❑ |

| 16. Motor Vehicles | Yes | No | N/A |
|---|---|---|---|
| For each motor vehicle used for private purposes, please advise –<br>• The Business Use Percentage (as supported by a Log Book maintained for at least 12 weeks during the year), and<br>• The Employee (or Associate) who has used the vehicle for private purposes? | ❑ | ❑ | ❑ |
| Alternatively, for each motor vehicle used for private purposes, please advise –<br>• The Odometer Readings on 1 April 2012 and on 31 March 2013, and<br>• The Employee (or Associate) who has used the vehicle for private purposes? | ❑ | ❑ | ❑ |

| 17. Travel | Yes | No | N/A |
|---|---|---|---|
| Where travel expenses have been incurred, please provide a summary of trips taken and –<br>• The Employee(s) (and/or Associates) on each trip,<br>• The Business Percentage of each trip, and<br>• For International Trips, and for Domestic Trips of 6 nights or more, confirm Travel Diaries are held to support the advised Business Percentage? | ❑ | ❑ | ❑ |
| Alternatively, please confirm –<br>• All travel is 100% for business purposes, and<br>• This is supported by Travel Diaries for International Trips, and for Domestic Trips of 6 nights or more? | ❑ | ❑ | ❑ |

| 18. Entertainment | Yes | No | N/A |
|---|---|---|---|
| Where entertainment expenses have been incurred, please provide a summary of each event advising –<br>• The nature of the event,<br>• The number of Staff (and their Associates) at each event, and<br>• The number of Clients at each event? | ❑ | ❑ | ❑ |
| Alternatively, please confirm all Entertainment is 100% for Staff (and their Associates)? | ❑ | ❑ | ❑ |

| 19. Other Relevant Information |
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