

You're prepared because we prepared



BUSINESS CLIENT INFORMATION CHECKLIST

Client name: _____ Date: _____

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 financial statements
- Minimise the queries from us during the preparation of your financial statements
- Ensure we can complete your financial statements within a timely manner

UPDATE OF ADDRESS DETAILS

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

Business address:	
Postal address:	
Email:	
Home phone:	
Mobile phone:	
Fax:	

INFORMATION CHECKLIST

1. First time financial statements and tax returns	Yes	No	N/A
If we are preparing your accounts for the first time, please provide copies of your last financial statements, tax returns and ATO notices of assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2A. Accounting records	Yes	No	N/A
Please provide a copy of your computer data file.			
Name of program: (i.e. MYOB or Quickbooks) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Version number: _____			
Password (if applicable): _____			
2B. Manual accounts	Yes	No	N/A
Please provide the following information:			
<ul style="list-style-type: none"> ▪ Reconciled cashbook (if applicable) ▪ Cheque payment details ▪ Deposit details 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3A. Balance sheet items	Yes	No	N/A
Please provide the following information: <ul style="list-style-type: none"> Bank statements showing 30 June balance Bank reconciliations (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3B. Accounts receivable	Yes	No	N/A
Please supply a list of trade debtors as at 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide a list of bad debts written off or to be written off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3C. Investments/Property	Yes	No	N/A
Please provide details of investments/property purchased during the year, including: <ul style="list-style-type: none"> Date of purchase Cost of acquisition Copy of contract for purchase Copy of settlement statement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of investments/property sold or disposed during the year, including: <ul style="list-style-type: none"> Date of disposal Consideration received Copy of contract for sale Copy of settlement statement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3D. Stock/Inventory/Work in progress	Yes	No	N/A
Please advise the value of stock on hand/work in progress as at 30 June. Please circle the valuation method you have used: Cost Market Replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternatively, please confirm the value of stock at 30 June does not exceed the value at 30 June the previous year by more than \$5,000.00.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3E. Prepayments	Yes	No	N/A
Have you paid any expense in advance that span two financial years? For example: <ul style="list-style-type: none"> Subscriptions Insurance Internet/phone access Legal fees 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3F. Plant and equipment	Yes	No	N/A
Please provide details of assets PURCHASED during the year, including copy of invoice and estimated useful life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of assets SOLD or DISPOSED during the year, including date and consideration received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please review your depreciation schedule from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3G. Accounts payable	Yes	No	N/A
Please supply a list of trade creditors as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide a copy of credit card statements up to and including 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3H. Annual leave/long service leave	Yes	No	N/A
If you accrue for annual leave/long service leave please provide a schedule of leave entitlements as at 30 June, including: <ul style="list-style-type: none"> Employee name Number of days owed Commencement date Current salary 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

