

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:

<b>Business address:</b>	
<b>Postal address:</b>	
<b>Email:</b>	
<b>Home phone:</b>	
<b>Mobile phone:</b>	
<b>Fax:</b>	

### 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"> <li>▪ Reconciled cashbook (if applicable)</li> <li>▪ Cheque payment details</li> <li>▪ Deposit details</li> </ul>	<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"> <li>Bank statements showing 30 June balance</li> <li>Bank reconciliations (if applicable)</li> </ul>	<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"> <li>Date of purchase</li> <li>Cost of acquisition</li> <li>Copy of contract for purchase</li> <li>Copy of settlement statement</li> </ul>	<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"> <li>Date of disposal</li> <li>Consideration received</li> <li>Copy of contract for sale</li> <li>Copy of settlement statement</li> </ul>	<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"> <li>Subscriptions</li> <li>Insurance</li> <li>Internet/phone access</li> <li>Legal fees</li> </ul>	<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"> <li>Employee name</li> <li>Number of days owed</li> <li>Commencement date</li> <li>Current salary</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

