

Financial Statements Checklist



Entity Name: _____

<i>Items to be uploaded/provided</i>	Yes	No
1 Backup of your business' data file OR access granted to your cloud data (eg. MYOB, Reckon, Xero)	<input type="checkbox"/>	<input type="checkbox"/>
2 Copy of the bank statement showing the balance at 30 June for all bank accounts	<input type="checkbox"/>	<input type="checkbox"/>
3 Copy of the loan statement showing the balance at 30 June for all loan accounts	<input type="checkbox"/>	<input type="checkbox"/>
4 Copy of the statement showing the balance at 30 June for all credit card accounts	<input type="checkbox"/>	<input type="checkbox"/>
5 Listing of any bad debts that need to be written off	<input type="checkbox"/>	<input type="checkbox"/>
6 Confirmation of closing stock value at 30 June (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
7 Copy of the invoice for any major Plant & Equipment or Motor Vehicle purchases	<input type="checkbox"/>	<input type="checkbox"/>
8 Copy of the original finance documentation for any new loans or other finance arrangements (eg. lease, chattel mortgage) including any setup costs	<input type="checkbox"/>	<input type="checkbox"/>
9 Copy of all PAYG Payment Summaries issued to employees OR a summary listing	<input type="checkbox"/>	<input type="checkbox"/>

*These are the typical items we will need to prepare your accounts. When processing these items we may find there are further records and information required, and will request in due course.