



Records Checklist

**Client Details**

Client name:.....

Financial year: ...../...../.....

Contact No:.....Email:.....

**Accounting Software Details**

Accounting software version:.....

Accounting software username:.....

Accounting software password:.....

Accounting software backup:.....Attached

**Bank/Loan Statements**

Have all bank accounts been reconciled up to the 30 June 2012.....Yes/No

All bank statements for the period 01/07/2011-30/06/2012:..... Attached

All loan statements for the period 01/07/2011-30/06/2012:.....Attached

**Plant & Equipment**

List of plant & equipment sold/purchased during the year.....Attached

Copy of finance contracts for any equipment purchased during the year..... Attached

Copy of invoices regarding the purchase/sale of plant during the year..... Attached

**Wages as reported on PAYG annual payment statement**

PAYG annual summary statement as at 30 June 2012.....Attached

All employee payment summary statements as at 30 June 2012..... Attached

**Debtors/Creditors**

Is the balance at 30 June 2012 correct.....Yes/No

Is the debtors/creditors account's reconciled.....Yes/No

Please provide a list of your debtors/creditors as at 30 June 2012 (the figures should be net of GST)

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**Stock on Hand at 30 June 2012, at cost.**

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(Please indicate whether or not the stock on hand figure is exclusive of GST)

**Business use: Private vehicles**

Provide details of private vehicles		Rego no:	Private use %
Motor Vehicle - 1			
Motor Vehicle - 2			

**Please Note:**

Vehicle log books are valid for 5 years only. If the 2011/12 year is the first year that you are using the log book, it must cover at least 12 continuous weeks.

**Business use: Services**

Provide details of private services		Private use %
Electricity		
Fuel		
Insurance		
Rates		
Telephone		

**Additional Information**

- Copies of all BAS forms & accompanying work papers for the financial year.....Attached
- Vehicle log book (if applicable).....Attached
- All contracts/settlement statements for property purchased/sold during the year..... Attached
- All documentation regarding any investments made during the year..... Attached

**ITR Information**

**Income**

- Payment summaries..... Attached
- Australian government pensions & allowances details.....Attached
- Superannuation income stream/lump sum payment summaries.....Attached

Details of interest received:

Bank	Account number	Amount	Joint Names?

Details of dividends received (or reinvested on your behalf)

Company	Date Paid	Unfranked Dividends	Franked Dividends	Franking Credits	TFN Amount

- Managed fund /trusts annual tax statements.....Attached
- Capital Gains details – Original purchase & sale information needed.....Attached
- Rental property income & expenditure summary..... Attached
- Foreign income..... Attached



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Please sign and date once all information has been checked and collated

X.....

Date:     /     / 2012

<b>Direct contact details:</b> <b>Telephone: (03) 6442 3772</b>	<b>atr Accountants address:</b> <b>7 Goldie St, Wynyard 7325</b>
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