



KGL Accountants

END OF YEAR CHECKLIST BUSINESS/BANKLINK INFORMATION CHECKLIST

Full Name: _____
Entity Name: _____
Email Address: _____

		<u>COMPLETED</u>
* Bank Statements - operating account	Closing statement as at 30 June ____.	<input type="checkbox"/>
* Unpresented Cheques/Deposits	Coded list of unpresented cheques as at 30 June ____ in cheque number	<input type="checkbox"/>
* Savings Banks, Building Societies,	Statements covering FULL YEAR required with interest made up to 30 June	<input type="checkbox"/>
* Bank and other Loans	Statements for all loans for full year.	<input type="checkbox"/>
* Creditors	Itemised and coded detail of Trade and Sundry Creditors @ 30 June ____.	<input type="checkbox"/>
* Debtors	Itemised detail of Trade and Sundry Debtors @ 30 June ____.	<input type="checkbox"/>
* Stock on Hand	Trading stock on hand @ 30 June ____, cost price excluding GST	<input type="checkbox"/>
* Business and Instalment Activity	Copies of all self prepared BAS and IAS for the FULL YEAR, together with	<input type="checkbox"/>
* Wages Paid	Employer copy of PAYG Payment Summary together with Reconciliation Statement.	<input type="checkbox"/>
* Insurance Payments	Copies of Insurance Invoices and Insurance Funding loan agreements (if any)	<input type="checkbox"/>
* Goods Taken for Private Use	Details and Dollar amount of goods taken for private use _____ _____	<input type="checkbox"/>
* Petty Cash Expenditure	Petty Cash Summary with break-up of expenditure clearly classified.	<input type="checkbox"/>
* Motor Vehicle Substantiation	Passenger Carrying Motor Vehicles (i) Log books if applicable (ii) Break-up of expenditure for each motor vehicle. Eg Fuel and Oil Licence Insurance Tyres, repairs & servicing (iii) Odometer Readings- (Compulsory for log book method deductions)	<input type="checkbox"/>
	1 July 20__ kms 30 June ____ kms	

NOTE: Where Motor Vehicle expenses paid through cheque butts or in cash book relate to more than one vehicle (**ie a private car and/or business vehicle**) please distinguish which vehicle they relate to.

Travelling Expenses for business or work related trips

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* Prepayments For expenses paid in advance (eg: insurance, licenses) please provide details of the period covered by the payment

* Cash & Credit Card Payments Full details of expenses not paid out of business account

* Additions and Disposal of Plant - Please note details below, attach agreements where new Hire Purchase or Lease involved.

- For Motor Vehicles purchased or traded in, attach a copy of dealers purchase or trade in notice

<u>PURCHASE OR DISPOSAL</u>	<u>ASSET DESCRIPTION</u>	<u>DATE</u>	<u>COST</u>	<u>SALE PROCEEDS (OR NIL IF SCRAPPED)</u>
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1. _____

2. _____

3. _____

4. _____

* Capital Gains Have you sold any personal or business assets, acquired If so please provide the necessary details.