# KING GIBSON LEWIS

## **END OF YEAR CHECKLIST**

## **BUSINESS INFORMATION CHECKLIST**

	Full Name:		
	Entity Name:		
	Email Address:		
	If using a computer programme		COMPLETE
1	Computer Backup and / or excel spreadsheets on Disk or FULL YEAR printout	Software type and version number	
	•	Balance Sheet and FOLL TEAR General Ledger printout	
*	If not using a computer programme Reconciled Cash Book	Covering FULL YEAR making certain that items are clearly classified and cashbook reconciled monthly.	J
OR	Deposits/Cheques	Indicate the nature of each deposit shown on the bank statement Ensure all cheque butts detail payee and nature of payment	
*	Bank Statements - operating account	As at 30 June 2015 for computer cashbooks Please ensure they cover the full year for manual cashbooks.	
*	Savings Banks, Building Societies, Investment, Term Deposit Accounts and Dividend Notices	Statements covering FULL YEAR required with interest made up to the end of the year and all other transactions to be identified. (ie Deposits and Withdrawals all explained and identified).	
*	Bank and other Loans	Statements for all loans for full year.	
*	Creditors	Itemised detail of Trade and Sundry Creditors @ 30 June 2015	
*	Debtors	Itemised detail of Trade and Sundry Debtors @ 30 June 2015	
*	Stock on Hand	Trading stock on hand @ 30 June 2015, cost price excluding GST	
*	Business and Instalment Activity Statements	Copies of all self prepared BAS and IAS for the FULL YEAR, together with workings	
*	Wages Paid	Employer copy of PAYG Payment Summary together with Reconciliation Statement.	
*	Payments to Tax Office	Please ensure payments for wages and group tax and penalties for late payment are recorded separately	
*	Goods Taken for Private Use	Details and Dollar amount of goods taken for private use	

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*	Petty Cash Expenditure	Petty Cash Expenditure		Petty Cash Summary with break-up of expenditure clearly classified.			
*	Motor Vehicle  (a) Passenger Carrying Motor Vehicles  Substantiation  (i) Log books if applicable						
	(ii) Break-up of expenditure for each motor vehicle. Eg						
		(-)	P		Fuel and Oil		
					Licence		
					Insurance		
					Tyres, repairs & servicing		
		(iii) Odomete	er Readings-		1 July 2014 kms		
		(Compul	sory for log b	ook method	30 June 2015 kms		
	deductions)						
	NOTE: Where Motor Vehicle expenses paid through cheque butts or in cash book relate to more than one vehicle (ie A PRIVATE CAR AND A BUSINESS VEHICLE) please distinguish which vehicle they relate to.						
	(b) Travelling Expenses for business or work related trips						
*	Prepayments For e			expenses paid in advance (eg: insurance, licenses)			
	· P				period covered by the payment		
*	Cash & Credit Card Pay	ments 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.				
			-		chicles purchased or traded in, attach a rs purchase or trade in notice		
	PURCHASE OR	ASSET	DATE	COST	SALE PROCEEDS		
	DISPOSAL	DESCRIPTION			(OR NIL IF SCRAPPED)		
	1.						
	2.						
	3.						
	4.						
*	Capital Gains	Have you sold any personal or business assets, acquired since 19.9.1985 that may be subject to capital gains? This also includes your main residence.					
				-			
			If so please p	provide the nece	essary details.		