

KING GIBSON LEWIS

END OF YEAR CHECKLIST

BUSINESS INFORMATION CHECKLIST

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

If using a computer programme

COMPLETED

1 Computer Backup and / Software type and version number Password.....
or excel spreadsheets on Please ensure printout contains Trial Balance, Profit & Loss,
Disk or FULL YEAR printout Balance Sheet and FULL YEAR 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.

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, Statements covering FULL YEAR required with
Investment, Term Deposit Accounts interest made up to the end of the year and all other transactions to be
and Dividend Notices 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 Copies of all self prepared BAS and IAS for the FULL YEAR,
Statements 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

