

# Parker Accounting & Financial Services

Incorporating The Tax Counter Pty. Ltd.

Public Accountants

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## BUSINESS EOFY CHECKLIST

Business Name

Year ending 20

### PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE TO ASSIST US IN MAXIMISING YOUR RETURN.

- ☐ Previous year's tax return including depreciation schedule (applicable to new clients only)
- ☐ Previous year's financial statements (applicable to new clients only)
- ☐ Backup copy of program file (MYOB, Quickbooks) including password and program version
- ☐ Copies of bank statement as at 30 June.
- ☐ A complete list of debtors/creditors as at 30 June indicating amount owing and what for, eg \$600 for electricity bill (if not included in your program file)
- ☐ Motor vehicle: Details of business motor vehicles and copies of log books.
- ☐ Copies of employee payment summaries and payroll reconciliations (if applicable).
- ☐ Travel diary and other documentation, indicating kilometres travelled during the year for business and size of car engine if claiming by cents per kilometre method.
- ☐ Copies of documents for any lease, finances or loans.
- ☐ Itemised list of all assets purchased & sold if not included in accounting program (ie date, description, amounts etc)
- ☐ Relevant business use percentage for home telephone etc
- ☐ Other expenses – any proof documents or other expenses you can provide.

### IMPORTANT QUESTIONS TO REVIEW AND ANSWER

The following list of questions are mandatory and must be answered. If you answer "Yes" to any of the questions please **provide full details**:

1. Has any business income been banked to a different bank account other than the main business bank account?

☐ Yes ☐ No

## BUSINESS EOFY CHECKLIST

2. Has any income been received in cash and not banked or not recorded? ☐ Yes ☐ No
3. Were any cheques received towards the end of the year which had not been banked by 30 June? ☐ Yes ☐ No
4. Were any business expenses paid for from private funds, credit card or cash that have not been included? ☐ Yes ☐ No
5. Have you signed any agreements for hire purchase, the sale or purchase of land or any other assets, loans or any agreement of any sort that may, or may not, have involved the payment or receipt of a deposit during this period? ☐ Yes ☐ No

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Signature

A rectangular box with a black border, intended for a handwritten date.

Date