

Prior to the submission of your accounts (data file) to Us, we would appreciate you taking the time to go through this list and complete all items that are applicable. This will ensure your tax compliance work is completed as efficiently as possible.

| BANKING | | | |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | All bank accounts are reconciled as at 30 June 2023 | <input type="checkbox"/> | A copy of the bank statements are included showing 30 June 2023 balance |
| <input type="checkbox"/> | Bank Reconciliation amounts match bank statements as at 30 June 2023 | <input type="checkbox"/> | A copy of bank statements showing the interest paid/received for the full year |
| <input type="checkbox"/> | The credit card accounts are equal to the amount on the credit card statement (after 30/06/23) less transaction/ charges | <input type="checkbox"/> | A copy of the credit card statement is included showing the closing balance as at 30 June 2023 |
| CONFIRM PETTY CASH/CASH ON HAND/CASH DRAW | | | |
| <input type="checkbox"/> | Check and record amount - it should match the amount recorded in your accounts (data file) | | |
| LOAN STATEMENTS AS AT 30 JUNE 2023 | | | |
| <input type="checkbox"/> | Amount shown on statement matches the amount in your accounts (data file). Any interest charged should be recorded as "interest expense" | <input type="checkbox"/> | A copy of the loan statements are included showing 30 June 2023 balance |
| TRADE DEBTORS/ACCOUNTS RECEIVABLE | | | |
| <input type="checkbox"/> | Summary as at 30 June 2023 matches the amount recorded in your accounts (data file) | <input type="checkbox"/> | Any bad debts have been written off before the EOFY. Please provide a list of debtor write-offs to accountant |
| TRADE CREDITORS/ACCOUNTS PAYABLE | | | |
| <input type="checkbox"/> | Summary as at 30 June 2023 matches the amount recorded in your accounts (data file) | | |
| SUPER PAYABLE AS AT 30 JUNE 2023 | | | |
| <input type="checkbox"/> | This should show the amount you still have left to pay for the final quarter April-June 2023. This should be paid to the relevant Super Funds by the 28/06/23. | <input type="checkbox"/> | Accounts (data file) have been checked using the Payroll Activity Summary using the dates 01/04/23 -30/06/23 |

| STAFF LEAVE ENTITLEMENTS | |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Are recorded correctly i.e. annual leave, holiday leave, sick leave, long service leave (only if applicable) |
| PAYG PAYMENT SUMMARIES | |
| <input type="checkbox"/> | Check total wages and total PAYGW match the accounts (data file) shown on Payroll Activity Summary for the 2023 year; also the amounts reported to the ATO on the BAS/ IAS / STP. Employees should have their PAYG summaries by the 14/07/23. |
| <input type="checkbox"/> | The PAYG Summary Statement should be sent to the ATO by the 14/07/23. |
| <input type="checkbox"/> | If using MYOB – please keep a copy and send us a copy of the “Verify your payroll information” report which is produced when working through the Payroll Year End procedure. |
| NEW EQUIPMENT/ASSETS | |
| <input type="checkbox"/> | Ensure that they are recorded in the correct “Asset” ledgers and not in “Expense” ledgers. Provide copies of tax invoices and all details of the new assets |
| NEW LEASES/FINANCE/CHATTEL MORTGAGES/HP AGREEMENTS | |
| <input type="checkbox"/> | Please provide lease/finance documents or copies of agreements that have been entered into during the financial year and tax invoices. |
| ADDITIONAL INFORMATION | PLEASE GIVE DETAILS |
| <input type="checkbox"/> | Have you purchased or disposed of any assets or investments? If so please provide purchase or sale contracts and settlement statements |
| <input type="checkbox"/> | Have the deposits/bonds been recorded, and do they match the accounts (data file)? |
| <input type="checkbox"/> | Does the annual report from accounts (data file) match the GST reported on the BAS? |
| <input type="checkbox"/> | Inter-entity loans are matched and have been reconciled? |
| <input type="checkbox"/> | Has the Stock/WIP amount as at 30 June 2023 been provided? |
| <input type="checkbox"/> | Investments acquired during the FY: Have copies of contracts, settlement statements or other relevant documents been provided? |