

2023 Checklist

Business Tax Returns and Financial Statements



Client Name

Date

Please take the time to complete the sections of this checklist applicable to your circumstances to assist in:

- > Identifying and providing the information we need to prepare your Financial Statements or Tax Returns
- > Minimising the queries from us during the preparation of your Financial Statements or Tax Returns
- > Ensuring we can complete your Financial Statements or Tax Returns within a timely manner.

Please complete the Authorisation below as this authorises us to contact necessary organisations (eg. your bank or insurance company) to obtain information that is required to complete your Financial Statements or Tax Returns.

Authorisation

I/We authorise BDS Huon Pty Ltd to obtain relevant information required from third parties to complete the preparation of my/our Financial Statements and Tax Returns.

Client Name

This person is the key contact should BDS Huon have queries.

Client Signature

Date

Update of Contact Details

To ensure that our records are up to date, please provide us with any **changes** to the below methods of contact:

Physical Address

Postal Address

E-mail

Home Phone

Work Phone

Mobile Phone

Fax

Questions for Accountant

Please attach/provide originals where possible

First Time Financial Statements & Tax Returns	Yes	No	N/A
If we are preparing your accounts for the first time, please provide copies of your last Financial Statements, Tax Returns, and ATO Notices of Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computerised Accounts	Yes	No	N/A
Please provide a copy of your computerised data file.			
Name of Program (circle one): MYOB / QuickBooks / Xero / Reckon Version Number: _____ Password (if applicable): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Accounts	Yes	No	N/A
Please provide the following information:			
> Reconciled Cashbook (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Cheque payment details			
> Deposit details			
Cash Balances	Yes	No	N/A
Please provide the following information:			
> Bank Statements for the period 1 July 2022 to 30 June 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Bank Reconciliation Statement as at 30 June 2023			
Accounts Receivable	Yes	No	N/A
Please supply a list of trade debtors as at 30 June 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide a list of bad debts written off or to be written off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Payable	Yes	No	N/A
Please supply a list of trade creditors as at 30 June 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide a copy of credit card statements up to and including 30 June 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash and Private Funds	Yes	No	N/A
Till float: \$_____ Petty Cash: \$_____ Unbanked Sales: \$_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Petty Cash / Out of pocket Expenses			
List date, amount and item. Note: Receipts to be kept for these. This covers expenses such as Motor Vehicle expenses / Donations / Postage / Stationary / Travel / Tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cashed Income / Private Use Items (list the value)			
Goods (own use): \$_____ Electricity: \$_____ Cash:\$_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicles: \$_____ Rent: \$_____ Telephone: \$_____			
List amounts advanced to Business via private funds (provide date, amount and source)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepayments	Yes	No	N/A
Have you paid any expense in advance that span two financial years? For example:			
> Subscriptions			
> Insurance			
> Internet / Phone Access			
> Legal Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, please provide the details of the prepayments.			

Please attach/provide originals where possible

Insurance Policies	Yes	No	N/A
Advise of private items included in Business policy payments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm that adequate Sickness and Accident / Life Insurance is in place to cover Business debts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investments / Property	Yes	No	N/A
Please provide details of all investment and rental property INCOME received during the year, including: <ul style="list-style-type: none"> > Dividend statements > Interest statements > Trust taxation summaries > Rental property statements 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of Investments/Property PURCHASED during the year, including: <ul style="list-style-type: none"> > date of purchase > cost of acquisition > copy of contract for purchase > copy of settlement statement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of Investments/Property SOLD or DISPOSED during the year, including: <ul style="list-style-type: none"> > date of disposal > consideration received > copy of contract for purchase > copy of settlement statement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stock / Inventory / Work in Progress	Yes	No	N/A
Please advise the value of Stock on hand / Work in Progress as at 30 June 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please circle the valuation method you have used: Cost / Market / Replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternatively (for small business entities only) please confirm if the estimated value of stock at 30 June 2022 differs from the value at 30 June 2023 by \$5,000 or less.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Producers Only: Complete Livestock Schedule (attached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Loans	Yes	No	N/A
Please provide copies of loan statements up to and including 30 June 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a new loan was entered into during the year please provide copy of the Loan / Facility Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Assets	Yes	No	N/A
Please provide details of assets PURCHASED during the year, including copy of invoice and estimated useful life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of assets SOLD or DISPOSED during the year, including date and consideration received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please review your depreciation schedule from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GST	Yes	No	N/A
Please provide copies of all Business Activity Statements (BAS) lodged during the year (only if you prepare your own BAS returns) .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please attach/provide originals where possible

Annual Leave / Long Service Leave	Yes	No	N/A
Please provide a schedule of leave entitlements as at 30 June 2023, including: > Employee Name > Number of Days Owed > Entitlement \$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wages / PAYG Withholding / Superannuation	Yes	No	N/A
If were not reporting through Single Touch Payroll for the 2023 financial year, please provide copies of Payment Summaries and Year-End Summary Statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of compulsory employee superannuation contributions, including date of payment. Have all amounts cleared your bank account as at 30 June 2023?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers Compensation / Workcover Insurance	Yes	No	N/A
Confirm that policy is current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leases / Hire Purchase / Chattel Mortgage	Yes	No	N/A
Please provide a copy of lease / hire purchase / chattel mortgage agreements for any new agreements entered into during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details for any agreements paid out during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details for any agreements refinanced during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Policies	Yes	No	N/A
Advise of private items included in Business policy payments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm that adequate Sickness and Accident / Life Insurance is in place to cover Business debts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Travel and Motor Vehicles	Yes	No	N/A
Ensure attached Motor Vehicle Expenses Declaration is completed (attached).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide summary of number of days away and locations (as per diary notes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Items			
Family investments: > Investment Pass Book / Statements for ALL family members > Dividends received – list name, amount, imputation credits (if any) > Provide copies of shares sold or acquired during the year (i.e. purchase / sales documents) > Managed funds – Annual Taxation Statement for each separate fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental properties – provide Agent's statement and summary of expenses paid by Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Health Fund – provide annual 2023 rebate Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Information – Please list below			