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Financial Statements Preparation - Client Checklist

Client Name: _____ Date: _____

Please complete this checklist and return to us to allow us to complete your financial statements accurately and efficiently.

If any of your details have changed, please complete the following:

Entity name: _____

Main business activity: _____

Business address: _____

Postal address: _____

Email address: _____
(for correspondence)

Email address: _____
(for billing purposes)

Contact name: _____

Address: _____

Telephone: Home: _____ Business: _____ Mobile: _____

Bookkeeper: _____ Contact details: _____

Do you wish to receive bound hard copies or electronic copies of your financial documents and tax returns? _____

Bank Account Details

All tax refunds will be directly deposited into your account nominated below:

Account name: _____

BSB: _____

Account number: _____

1. Accounting Records		Yes	No	?
Please supply the following information:				
1.1	Details of Accounting Software used. Please circle the program you are using: MYOB /Xero/Quicken/QuickBooks/ Phoenix / Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is your Accounting Software an online File?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	If yes, please invite admin@mottfinnis.com.au to be a user.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	If your Accounting Software is not a live file please provide a backup on USB, Software Version number (eg. MYOB 2024.4) and password if applicable.			
1.5	Copies of all bank statements as at 30 June 2025.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are using specialised industry specific accounting software please contact our office to discuss information that needs to be provided.				
OR If you are not using a computer program:				
1.6	Cheque payment details, cheque butts, invoices and cashbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Receipt details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Bank reconciliations (if available).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Copies of your bank statements from 1 July 2024 to 30 June 2025.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Accounts Receivable		Yes	No	?
2.1	A list of trade debtors as at 30 June (that have not been entered onto your software).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	A list of bad debts written off or to be written off at 30 June (for accounting purposes only).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Investments		Yes	No	?
3.1	Schedule of investments held at 30 June including cash management, term deposit accounts and shares.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Investments acquired during the year including date and cost of acquisition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Investments sold during the year including date of disposal and consideration received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Details of investment income received during the year including dividend statements, interest statements and trust taxation summaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Have you traded any Digital currencies? If yes, please provide all details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Stock (non-primary production only)		Yes	No	?
4.1	Details of stock on hand at 30 June including value and valuation method (cost, market or replacement). <i>Note: Please contact us if you would like to discuss valuation issues.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Accounts Payable		Yes	No	?
5.1	A list of trade creditors at 30 June (that have not been entered onto your software).			
5.2	Compulsory superannuation guarantee contributions unpaid as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: For each creditor provide details of the nature of the expense for which the debt is owed.</i>				
6. Plant & Equipment & Fixed Assets		Yes	No	?
6.1	Details of assets acquired during the year including date and cost. Please provide copies of tax invoices.			
6.2	Details of assets sold during the year including date and consideration received.			
6.3	Details of assets that have been scrapped, taken for personal use or traded in.			
7. Property Acquisitions/Sales		Yes	No	?
7.1	Property acquired during the year including date of purchase, consideration paid and a copy of any settlement statement.			
7.2	Details of assets sold during the year, including date of sale, consideration received and a copy of any settlement statement.			
8. Loans / Leases / Hire Purchase		Yes	No	?
8.1	Loan statements detailing interest, repayments and loan balance at the end of the year.			
8.2	Details of any loans paid out during the year.			
8.3	Agreements relating to any new mortgages, hire purchase agreements, leases and loans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Salaries, PAYG Withholdings, Return to Work SA		Yes	No	?
9.1	Have you finalised your Payment Summaries through Single Touch Payroll (STP)?			
9.2	A copy of your total wages and tax withheld for all employees for the year.			
9.3	A copy of your Return to Work SA Reconciliation Statement and Adjustment Note.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Fringe Benefits		Yes	No	?
	Do any employees or other people involved in your business (family members, Directors etc) receive non-cash fringe benefits as part of their remuneration including:			
10.1	Provision of housing at below market rental value.			
10.2	Personal use of a business vehicle.			
10.3	Loans at below market interest rates.			
10.4	Entertainment (meals, accommodation outside of work hours).			
10.5	Payment or reimbursement of private expenses on behalf of an employee.			
10.6	Payment or compensation to an employee for living away from home.			
10.7	Rewards or bonus payments received as a non-cash benefit.			
10.8	Other (please specify):			
11. Transactions Not Through the Business Accounts		Yes	No	?
11.1	Were all sales banked and purchases paid through the business trading account during the year?			
11.2	If not, please provide details as to how these funds were applied or how the purchases were paid for.			
12. Legal Documents		Yes	No	?
12.1	Please attach solicitor's statements and/or correspondence relating to any legal transactions during the year.			
13. Private Use		Yes	No	?
13.1	Has the private use component been deducted from transactions for:			
13.2	Telephone: Private use %:			
13.3	Electricity: Private use %:			
13.4	Rates: Private use %:			
13.5	Motor Vehicle - Registration No: Private use %: Odometer Reading:			
13.6	Farm Pack and /or Household Insurance Policies: Private use %:			
13.7	Other: Private use %:			
14. Other Information		Yes	No	?
14.1	Do you have Private Health insurance? If so, please provide a copy of your annual statement.			N/A
14.2	Have you claimed any Family Tax Benefits throughout the year?			N/A
14.3	Number of dependent children:	N/A	N/A	N/A

15. Superannuation Contributions		Yes	No	?
Have any Personal Super Contributions been made on your behalf to a Superannuation Fund prior to 30 June?				
Have you completed a notice of intent to claim form?				

16. Livestock (Primary production only)				
Livestock Reconciliation				
	SHEEP	CATTLE	OTHER _____	
Stock on Hand 1/7/24				
Add Purchases				
Add Natural Increase				
Total				
	SHEEP	CATTLE	OTHER _____	
Sales				
Add Rations				
Add Deaths (estimate)				
Stock on Hand 30/6/25				
Total				

17. Farm Management Deposits Scheme (Primary production only)		Yes	No	?
17.1	Have you made any deposits into a Farm Management Deposit prior to 30 June 2025? If yes, please provide copies of the bank statements.			
17.2	Have you made any withdrawals from a Farm Management Deposit prior to 30 June 2025? If yes, please provide copies of the bank statements.			

Please also provide any further information that you consider relevant or that you have queries regarding.

Thank you for taking the time to complete this checklist.