

Accountants Developing Your Potential

Accounting Checklist

Cashbook

- Printouts from MYOB, Quicken or other general ledger
- Softcopy of accounts (Eg. disk, CD, USB, email)
- Copy of spreadsheet or manual cashbook

Bank Statements

- Copies of bank statements for the year ended 30 June

Income

- Dividend and Distribution Statements
- Interest Income Received
- Rental Statements
- Details of any other income received

Expenses

- Copies of receipts
- Records of Fringe Benefit Tax
- Receipts of any donations
- PAYG Payments summary reconciliation copy – salary & wages expenses
- Motor vehicle expenses (log book, km traveled)
- Superannuation contributions paid
- Details of any other deductions made

GST

- Copies of BAS

Assets

- Closing stock amounts
- Purchase/sale details of assets
- List of debtors at 30 June

Liabilities

- Copies of loan statements and documents for borrowings
- Lease, hire purchase, chattel mortgage contracts
- List of creditors at 30 June

Disclaimer

The content of this checklist does not constitute advice. Readers are encouraged to consult their tax adviser or George Sparis & Associates for advice on specific matter. **George Sparis & Associates Ph: 9888 1534.**