NGR ACCOUNTING

Business Records Checklist

Please use the following checklist to gather your records and other information which we will need to complete your annual accounts and income tax return.
Completion of your work will be delayed if records are missing.

Non-Computerised Records

- Bank Statements for the <u>whole</u> year (check for missing pages and highlight non-income deposits)

- Cheque butts, deposit books and cash book (if kept)

<u>V.I.P.</u> - Please ensure that your records adequately describe the nature of each expense and receipt and clearly indicate on bank statements all **non-income deposits** and on cheque butts all **private withdrawals**.

Please also advise any income or expenses which <u>DO NOT</u> include **GST,** as we will assume GST is included in all income and business expenses which ordinarily include GST.

Computerised Records from Non-Cloud Programs *(Bank Must be Reconciled)*

- **MYOB & QuickBooks -** backup of data file and a printed copy of Bank Reconciliation report & Bank Statement at 30 June. Also provide us with any company file **password** (if used) by telephone or email.

- **Other Packages** - General Ledger, Audit Trail & Bank Reconciliation report & Bank Statement at 30 June.

Computerised Records from Cloud Based Programs *(Bank Must be Reconciled)*

- **Xero, MYOB & QBO –** Access to file, please send the invite to: nathan@ngraccounting.com.au

- Printed copy of Bank Statements and Credit Card Statements as at 30 June.

Other Records

- A copy of your **Business Activity Statements** covering the relevant financial year if not prepared by us.

- Copies of Existing **Loan Statements** (if any) for the <u>whole</u> year (check for missing pages) along with copies of Agreements for any **New Loan, Hire Purchase** and/or **Lease** which were entered into or commenced during the year.

- Employer copies of **payment summaries** and PAYG payment summary statement for Wages paid during the year.

- Purchase and Sale documents for any assets acquired after 19 September 1985 and sold during the year for **Capital Gains Tax** calculations (e.g. shares, rental property, vacant land etc).

- **Rental property** income and expenses, including agent's annual or monthly statements, interest on loan(s) and a <u>summary</u> of any expenses paid by you direct. Please also supply solicitor's letter, settlement sheets and any other purchase documents if you acquired the property during the year.

Other Information

Please also provide the following information if it is not shown in your accounting records –

- A summary of business expenses paid by **Credit Card** showing the nature of each expense.

- A summary of business expenses paid with **Cash** showing the nature of each expense and the source of funds used (e.g. cash takings, drawings, own funds etc).

- Details of **Income** not banked through your business account.

- **Debtors** list (amounts owing to you) at the end of the year or period.

- **Creditors** list (amounts owing by you) at the end of the year or period with individual totals for each category of expense (e.g. stock, advertising, motor vehicle expenses, telephone etc.).
- List **Stock** on hand at the end of the year or period and cost thereof **excluding GST**.
- Annual summary of **superannuation** obligations by employee and amounts and dates of required contributions
- Details of **Interest, Dividends** or other **Investment Income** received during the year or period.
- Details of any assets appearing on the **Depreciation Schedule** from last year which were sold, scrapped or otherwise disposed of during the year or period, including dates and proceeds of disposals.
- **New Clients** should provide a copy of their most recent Financial Report and Tax Returns.

Contact Us

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NGR Accounting is Registered and Members of

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Tax agent
24753409

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