NICOLE MEERTENS
CHARTERED ACCOUNTANT & BUSINESS ADVISOR

CHECKLIST – BUSINESS

This checklist should be used as a general guide to assist you in gathering the information for your accountant to complete your annual end-of-year taxation and accounting work. If you have information that is not mentioned in this checklist, please do not hesitate to bring it along.

If you are new to our accountancy practice, please bring the following information along:

- ❑ Prior year Income Tax Return/s and financial statements
- ❑ Name and address of prior accountancy practice utilised
- ❑ Company register binder/s, for your company/companies (if applicable)
- ❑ Trust Deed register/s, for your trust/s (if applicable)
- ❑ Full name/s of any dependent children, including dates of birth/s (if applicable)

End-of-Year Information for business/es

- ❑ Back-up of accountancy / bookkeeping software, which is reconciled to 30 June - please refer to the checklist for accounting software users under the “resources” tab of this website
- ❑ If the cashbook template is being utilised (which is located under the “resources” tab of this website), please provide in electronic format by email or USB stick
- ❑ Bank statement/s showing 30 June balance
- ❑ Stock on hand as at 30 June
- ❑ Copy of PAYG Payment Summary / Summaries, if business employs staff
- ❑ Listing of debtors and creditors
- ❑ Copy of hire purchase / lease agreements
- ❑ Copy of invoice/s of equipment purchased throughout the year
- ❑ Copy of loan statement/s showing 30 June balance
- ❑ Business usage percentage for motor vehicle/s, as per log book.

To assist with the completion of the Income Tax Returns for individuals associated with the business, please refer to our other end-of-year tax preparation checklist under the “resources” tab of this website, specifically designed for individuals.

P: 07 4033 0210
F: 07 4033 0910
E: nicole@nicolemeertens-ca.com.au
Suite 16/12-20 Toogood Rd
Woree Plaza
Woree, QLD 4868
Postal address:
PO Box 871
Manunda, QLD 4870
ABN: 15 877 479 335
www.nicolemeertens-ca.com.au