

PDH ACCOUNTING SERVICES PTY LIMITED



2017 YEAR END CHECKLIST - Business

This is a general checklist. If an item does not apply to you, please tick N/A.
If you are not sure about anything please give us a call.

Attached	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Bank Statements at 30/06/17
<input type="checkbox"/>	<input type="checkbox"/>	Bank Reconciliation as at 30/06/17
<input type="checkbox"/>	<input type="checkbox"/>	Backup file of accounting software to 30/06/17 e.g. MYOB/QuickBooks (note: this can be emailed)
<input type="checkbox"/>	<input type="checkbox"/>	Details of any Stock on Hand at 30/06/17
<input type="checkbox"/>	<input type="checkbox"/>	Details of any money owed to you on 30/06/17 (Debtors)
<input type="checkbox"/>	<input type="checkbox"/>	Details of Bad Debts written off during this year
<input type="checkbox"/>	<input type="checkbox"/>	Details of any money you owe on 30/06/17 (Creditors)
<input type="checkbox"/>	<input type="checkbox"/>	Loan statements for the period 1/07/16 to 30/06/17
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all 2017 PAYG Payment Summaries and the PAYG Payment Summary Statement
<input type="checkbox"/>	<input type="checkbox"/>	Details of any business expenses paid personally and not included in your accounting software, e.g. paid by cash or credit card
<input type="checkbox"/>	<input type="checkbox"/>	Petty cash expenses break-up and balance of Petty Cash held at 30/06/17
<input type="checkbox"/>	<input type="checkbox"/>	Details of any plant, equipment & motor vehicles you bought, leased or sold since 1/07/16. This includes copies of any tax invoices, new lease(s), hire purchase agreements and chattel mortgages.
<input type="checkbox"/>	<input type="checkbox"/>	Any changes to your real estate, including purchase or sale contracts
<input type="checkbox"/>	<input type="checkbox"/>	Copies of yearly summary or monthly agent statements for any rental properties
<input type="checkbox"/>	<input type="checkbox"/>	Statements showing all interest received and dividends earned
<input type="checkbox"/>	<input type="checkbox"/>	Details of the purchase and/or sale of any shares
<input type="checkbox"/>	<input type="checkbox"/>	Details about superannuation contributions
<input type="checkbox"/>	<input type="checkbox"/>	Copies of Business Activity Statements and/or Instalment Activity Statements for the year

If you have any additional information please forward it with the above