

PDH ACCOUNTING SERVICES PTY LIMITED



2021 YEAR END CHECKLIST - Business

This is a general checklist. If an item does not apply to you, please leave blank.
If you are not sure about anything please give us a call.

Attached

- Copy of Bank Statements at 30/06/2021
- Bank Reconciliation as at 30/06/2021
- Access to reconciled online accounting file (Xero, MYOB, etc) or backup file of accounting software to 30/06/2021 (via USB or email)
- Details of any Stock on Hand at 30/06/2021
- Details of any money owed to you on 30/06/2021 (Debtors)
- Details of Bad Debts written off during this year
- Details of any money you owe on 30/06/2021 (Creditors)
- All loan statements for the period 1/07/19 to 30/06/2021
- Copies of all 2021 PAYG Payment Summaries/income statements and the PAYG Payment Summary Statement
- Details of any business expenses paid personally and not included in your accounting software, e.g. paid by cash or personal credit card
- Petty cash expenses break-up and balance of Petty Cash held at 30/06/2021
- Details of any plant, equipment and motor vehicles you bought, leased or sold from 1/07/20. This includes copies of any tax invoices, new lease(s), hire purchase agreements and chattel mortgages.
- Any changes to your real estate holdings, including purchase or sale contracts
- Copies of yearly summary or monthly agent statements for any rental properties
- Statements showing all interest received and dividends earned
- Details of the purchase and/or sale of any shares (annual share portfolio summary)
- Details of the purchase and/or sale of cryptocurrency
- Details about superannuation contributions

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