

PDH ACCOUNTING SERVICES PTY LIMITED



2023 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 for **ALL** accounts at 30/06/2023
- Bank Reconciliations as at 30/06/2023
- Details of any Stock on Hand at 30/06/2023
- All loan statements for the period 1/07/22 to 30/06/2023
- Details of any business expenses paid personally and not included in your accounting software, eg paid by cash or personal credit card
- Petty cash expenses break-up and balance of Petty Cash held at 30/06/2023
- Details of staff training expenses and expenses incurred on technology assets and software purchased from 29/03/2022.
- Details of any assets, plant, equipment and motor vehicles you bought, leased or sold from 1/07/22. 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)
- Annual tax report(s) for all cryptocurrency transactions
(please contact us if you cannot access a tax report)
- Details about superannuation contributions
- Access to your reconciled online accounting file** (Xero, MYOB, etc) or backup file of accounting software to 30/06/2023 (via USB or email)
- Details of any money owed to you on 30/06/2023 (Debtors)
- Details of Bad Debts written off during this year
- Details of any money you owe on 30/06/2023 (Creditors)

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