

2016 FINANCIAL YEAR RECORDS

PROVIDED

Please note that this is a general list only and is meant to be a guideline for your assistance. We will obviously contact you individually if we require any information in addition to the following.

<i>Do you use an online based accounting system (e.g. MYOB AccountRight Live, MYOB Essentials, etc.)? If so please let us know.</i>	Y	N	_____
<ul style="list-style-type: none"> ✔ Reconciled computer data file for the financial year ended 30 June 2016; <ul style="list-style-type: none"> ○ Password on the file? 	Y	N	N/A
<ul style="list-style-type: none"> ○ Password on the file? 	Y	N	_____
<ul style="list-style-type: none"> ✔ Copies of business bank statements, cheque books and deposit books for the financial year ended 30 June 2016; 	Y	N	N/A
<ul style="list-style-type: none"> ✔ Copy of bank statement for the business for each bank account held showing bank balances at 30 June 2016; 	Y	N	N/A
<ul style="list-style-type: none"> ✔ Detailed stock or work in progress listing as at 30 June 2016; 	Y	N	N/A
<ul style="list-style-type: none"> ✔ Copy of invoices (or purchase contracts) for any assets purchased by the business during the financial year; 	Y	N	N/A
<ul style="list-style-type: none"> ✔ Copies of all loan statements for business loans for the period 1 July 2015 to 30 June 2016; 	Y	N	N/A
<ul style="list-style-type: none"> ✔ Copies of any new finance documents entered into during the financial year (e.g. Hire Purchase Agreements, Lease Agreements, Chattel Mortgage etc.); 	Y	N	N/A
<ul style="list-style-type: none"> ✔ Copy of PAYG payment summary statement for year ending 30 June 2016; 	Y	N	N/A
<ul style="list-style-type: none"> ✔ Copy of Taxable Payments Annual Report and any relevant workings/calculations; 	Y	N	N/A
<ul style="list-style-type: none"> ✔ Copies of any contracts, solicitor settlement sheets, and correspondence in respect to any property purchases during the year; 	Y	N	N/A
<ul style="list-style-type: none"> ✔ Copies of agent rental statements for the financial year ended 30 June 2016; and 	Y	N	N/A
<ul style="list-style-type: none"> ✔ Any other additional records or documentation which may be relevant. 			

Please collate the above information to be provided as part of your end of year financial records.