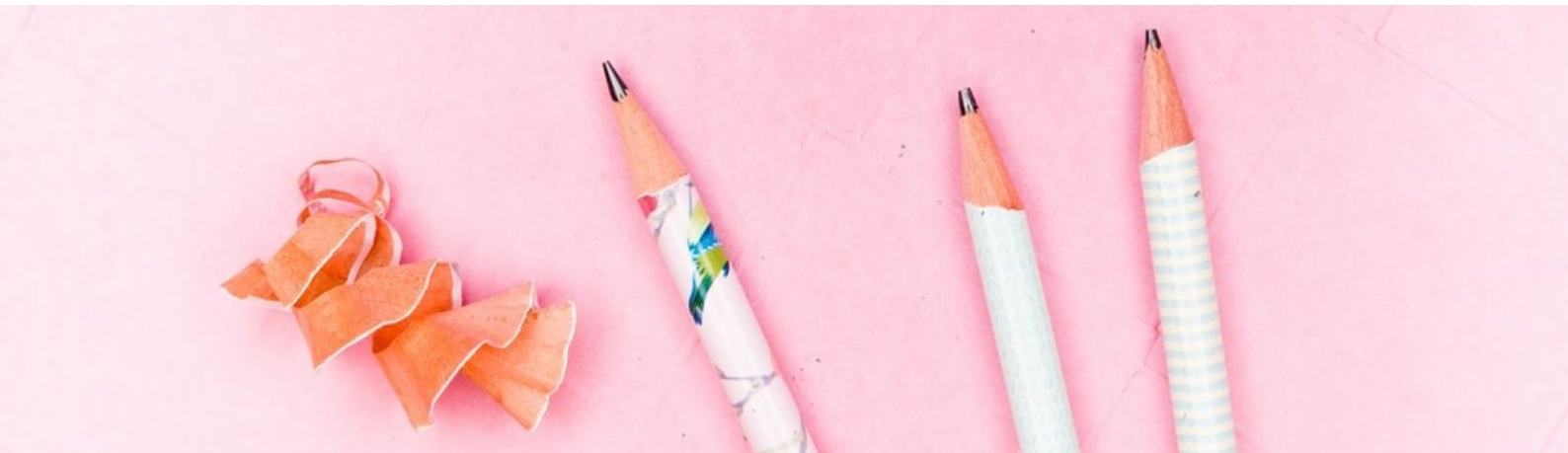




## 2020/2021 YEAR-END CHECKLIST FOR BUSINESS



### INFORMATION FOR ACCOUNTANT:

- Accounting Records (MYOB/Quickbooks/Xero/Spreadsheet/Cash Book/shoe box) or Online Access
- Bank Statements for full year (if reconciled; June 30<sup>th</sup>, statement is sufficient)
- Loan Statements for the full financial year
- List of Debtors (Accounts Receivable at June 30<sup>th</sup>, 2021) - if not in software
- List of Creditors (Accounts Payable at June 30<sup>th</sup>, 2021) - if not in software
- Stock value as at June 30<sup>th</sup>, 2021 (if applicable) - at cost (GST exclusive)
- Work In Progress value as at June 30<sup>th</sup>, 2021 (if applicable)
- Copies of Finance Contracts for any NEW equipment / vehicles purchased during the financial year
- Investment Income – Dividends, Interest bearing accounts
- Copy of WorkCover Declaration of Rateable Remuneration lodged (unless our office preparers)
- Amounts paid into superannuation for the year and any amounts outstanding at June 30<sup>th</sup> - if not in software
- Insurance Payouts/Recoveries (if applicable) – provide documentation
- Share Trading – All Buy & Sell Contract documents
- Livestock - Quantity on hand at June 30<sup>th</sup> including numbers for own use, deaths & births
- Details of Farm Management Deposits (FMD's)

### SIGNIFICANT EVENTS

Please detail any major events during the year (purchase of equipment, sale of asset) and/or any occurrences that have affected your business trading during the year (bankruptcy of major client, flood – insurance recovery etc)

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