

BROADLEYS

FINANCIAL SERVICES

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CHARTERED ACCOUNTANTS

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FINANCIAL ACCOUNTS CHECKLIST

(Please feel free to make notes on these sheets and return to us or use the reference numbers when making out your own list for us. Please remember to still attach all paperwork)

1. Tax file number of entity (if new client/entity).
2. Home address.
3. Postal address.
4. Contact phone numbers.
5. Bank account details, including BSB, account number and whose name the account is in. This will enable any income tax refund to be directly credited to your account.
6. Copy of Cashman/MYOB file etc
7. Copy of Cashbook
8. Copy of bank statements at 30 June
9. Copy of credit card statements at 30 June
10. Copies of loan statements for the full financial year
11. List of debtors (money owing to you) at 30 June. Include on this list who from, amount, what for, amount of GST, quantities etc
12. List of creditors (money owing by you) at 30 June. Include on this list who to, amount, what for, amount of GST, quantities etc
13. Livestock numbers for the year. Please refer to the attached sheet and fill in the blanks
14. Amount of stock on hand at 30 June
15. Any wool on hand at 30 June
16. Details on the purchase or sale of any shares/investments. Please provide buy & sell contracts
17. Details on the purchase or sale of land/property/buildings. Please provide contracts, legal fees, stamp duty etc
18. Paperwork on any lease/loans for equipment or motor vehicles purchased during the year
19. Details on the trade in or sale of any equipment or motor vehicles
20. The odometer reading on motor vehicles at 30 June
21. Copy of your Farmpak insurance policy
22. Interest received on any bank accounts/term deposits etc
23. Details of dividends received



Chartered Accountant

www.broadleys.com.au

Liability limited by the Accountants Scheme, approved under the Professional Standards Act 1994(NSW)

