|  |  |
| --- | --- |
| **A picture containing drawing  Description automatically generated** | **2021 Accounts Preparation**  **Checklist/Questionnaire**  **Business / Entity Name** |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

So that we can prepare your Financial Statements efficiently and accurately, and to ensure the best outcome for you, please take the time to review the following checklist/questionnaire. Please provide documents as requested and note anything that you feel should be discussed with us. We often find a mid-way catch-up is more productive than a discussion at the beginning of the process but please let us know if you think we need a preliminary discussion as well.

|  |  |  |  |
| --- | --- | --- | --- |
| **A copy of / access to your accounting software** | | | |
| If you are on a cloud-based system have you sent us an invite? | Y / N / NA | | |
| If not, please send your invite to KDCbookkeeper@KDCaccounting.com.au | Y / N / NA | | |
| If you are on a desk top system have you sent us a back-up? | Y / N / NA | | |
| Is there a password? | Y / N / NA | | |
| These can be emailed to admin@KDCaccounting.com.au |  | | |
| **Copies of bank account statements showing the balance as at 30/06/2021** | | | |
| Insert here the account numbers for all bank accounts like below |  | | |
| *CBA - Trading account - 062 809 112233* | Y / N / NA | | |
| *CBA - GST account - 062 809 112234* | Y / N / NA | | |
| **Copies of loan statements for the following loans for the period 01/07/20 - 30/06/2021** | | | |
| Insert here the account numbers for all loan accounts like below |  | | |
| *CBA - line of credit - 062 809 778899* | Y / N / NA | | |
| *CBA - variable loan - 062 809 778890* | Y / N / NA | | |
| **Details of Stock on hand as at 30/06/2021** | | | |
| Closing stock figure | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| or Stock take details attached | Y / N / NA | | |
| **Details of debtors (people who owe you money) as at 30/06/2021** |
| These are included in my accounting software and are reconciled | Y / N / NA | | |
| If you do not have an accounting package we would like this listed as follows | Y / N / NA | | |
| Customer Name | Amount | | Date |
|  | $ | |  |
|  | $ | |  |
|  | $ | |  |
|  | $ | |  |
|  | $ | |  |
|  | $ | |  |
| **Details of Creditors (people who owe money to you) as at 30/06/2020** |
| These are included in my accounting software and are reconciled | Y / N / NA | | |
| If you do not have an accounting package we would like this listed as follows | Y / N / NA | | |
| Supplier Name | Amount | | Date |
|  | $ | |  |
|  | $ | |  |
|  | $ | |  |
|  | $ | |  |
|  | $ | |  |
|  | $ | |  |
| **Employees** | | | |
| Copies of Income Statements (PAYG payment summaries or Group Certificates) issued to ALL staff | Y / N / NA | | |
| Copy of PAYG Payment Summary Annual Report (PSAR) statement or acknowledgement of lodgement | Y / N / NA | | |
| I have not completed these | Y / N / NA | | |
| **Contractors** | | | |
| Do you have sub-contractors? | Y / N / NA | | |
| Are you required to prepare a TPAR? | Y / N / NOT SURE | | |
| If yes, have you prepared a TPAR, if so, please include a copy | Y / N / NA | | |
| Alternatively, do you require us to prepare this for you? | Y / N / NA | | |
| **Superannuation** | | | |
| Have you paid all of your required superannuation for this financial year? | Y / N / NA | | |
| Do you need assistance with compulsory superannuation for employees? | Y / N / NA | | |
| **Motor vehicles** | | | |
| We currently have the following motor vehicles listed for you. Can you complete the  relevant boxes with the details required? | | | |
| Vehicle | Rego | Odometer Reading | Date of Reading |
| Eg: Ford econovan | YJH 456 | 22105 | 30/06/2020 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Were any vehicles disposed of this year** | Y / N / NA | | |
| If yes are the documents attached? | Y / N / NA | | |
| Vehicle | Disposal Date | Amount | Odometer Reading |
| Eg: Ford econovan | 22/5/2021 | $22,500 | 23,888 |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
| **Were any new vehicles purchased this year?** | Y / N / NA | | |
| If yes are the purchase documents attached? | Y / N / NA | | |
| Was the vehicle financed? | Y / N / NA | | |
| Are the finance documents attached? | Y / N / NA | | |
| Vehicle | Purchase Date | Amount | Odometer Reading |
| Eg: Ford econovan | 19/5/2021 | $42,990 | 0 |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
| **Plant, Equipment and other assets** | | | |
| Did you sell any plant and equipment or other business assets this year? | Y / N / NA | | |
| If yes are the documents attached? | Y / N / NA | | |
| Examples of the type things we need to know about: |  | | |
| - Sold surplus laptops from the office |  | | |
| - Sold Trailer used for carrying goods |  | | |
| - Sold Office furniture during refit |  | | |
| - Disposed of air-conditioning unit as it was no longer working |  | | |
| **Were there any other events you feel we should know about?** | | | |
| Purchases of equipment |  | | |
| Changes to buildings/properties/leased premises |  | | |
| Significant change in staff |  | | |
| Change in management |  | | |
| Significant change in trading conditions |  | | |
| Change in professional relationships (broker, Financial Planner, etc) |  | | |
| Interstate or overnight travel for business purposes |  | | |
| Change in personal use of business assets |  | | |
| Other |  | | |
| **Notes for Discussion**  Please outline any specific events, changed circumstances, planning items, or questions you may have. Please also indicate if you would like to discuss these as part of your accounts preparation process. | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |

We remind you that it is your responsibility to provide us with accurate financial information and to retain documentation to substantiate any deduction claimed. We cannot take responsibility for any failure on your behalf to maintain adequate records. We will prepare your accounts from the information you have supplied to us and by signing the ELS declaration for lodgement with the ATO you are agreeing that the information is complete, accurate and free from any omissions.

**A picture containing drawing

Description automatically generated**

Level 1, 16 Dundas Court, Phillip ACT 2606

PO Box 1356, Tuggeranong ACT 2901

Phone: 02 6296 3733

www.KDCaccounting.com.au