



## Business Client Checklist

- For Online Software invite: **admin@buderimaccountingservices.com.au.**
- Backup of current MYOB, Cashflow Manager or Quickbooks file
  - User Name: \_\_\_\_\_
  - Password : \_\_\_\_\_
  - Version : \_\_\_\_\_
  
- Stock on hand at 30<sup>th</sup> June (ex GST)  
\_\_\_\_\_
  
- Trade Debtors at 30<sup>th</sup> June (ex GST)  
\_\_\_\_\_
  
- Trade Creditors at 30<sup>th</sup> June (Ex GST)  
\_\_\_\_\_
  
- Copy of PAYGW Payment Summary Statements  
\_\_\_\_\_
  
- List of Plant & Equipment brought/ sold during this financial year.  
\_\_\_\_\_
  
- Copy of Finance contracts for any Equipment purchased this financial year  
\_\_\_\_\_
  
- Copy of bank reconciliations at 30 June  
\_\_\_\_\_
  
- Copy of all loan statement for the year through to 30 June  
\_\_\_\_\_
  
- Copies of Contracts and Settlement Statements for any property purchases and/ or sale  
\_\_\_\_\_



- Copy of BAS & IAS lodged for the financial year
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**Primary Production**

- Live stock on hand at 30 June
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- Births
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- Deaths
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- Provide copies of all stock purchases and sales invoices to confirm numbers
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**Notes to Accountant:**

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**These checklists are a guide only. Your personal circumstances may be simpler or more complicated. Please provide any additional information relating to your situation.**