

END FINANCIAL YEAR CHECK LIST

FOR BUSINESS

ENTITY NAME: _____

TRADING NAME: _____

TFN: _____

ABN: _____

ADDRESS: _____

CONTACT: _____

FINANCIAL STATEMENTS

- MYOB / RECKON FILE BACKUP
- BANK RECONCILIATION REPORT(S)
- BANK STATEMENT(S) – SHOWING 30 JUNE BALANCE
- LOAN STATEMENT(S) – FULL FINANCIAL YEAR
- ACCOUNTS RECEIVABLE / DEBTORS AS AT 30 JUNE
- NEW ASSET DETAILS
- DEPRECIATION SCHEDULE (PREVIOUS YEARS)
- ACCOUNTS PAYABLE / CREDITORS AS AT 30 JUNE
- LOAN RECONCILIATION REPORT(S)
- LOAN STATEMENT(S) – FULL FINANCIAL YEAR
- HIRE PURCHASE AGREEMENT(S)
- BUSINESS ACTIVITY STATEMENTS (BAS/IAS)
- SUPER LIABILITY AS AT 30 JUNE
- PAYROLL PAYMENT SUMMARY
- GROUP CERTIFICATES