

### Purpose of Document :

This Document is helpful for the bookkeeper to ensure that end of year financial process is completed. If information is not provided, or accounts are not reconciled, the time required and therefore the cost of preparing the financial statements may increase substantially.

Name of Client: \_\_\_\_\_

Financial Year: \_\_\_\_\_

SN	Information	Attached	Remarks
	<b>Client Master data</b>		
1	Ensure that the client master data in Accounting Application is upto date.		
2	Check the Opening balances with previous year's tax statements filed.		
	<b>Bank &amp; Credit Cards</b>		
1	Ensure that Bank Balance as per accounting system is reconciled with the Bank Statement.		
2	Ensure that all the credit card transactions are recorded and the balances are reconciled.		
	<b>Payroll Liabilities</b>		
1	Ensure that there no unreconciled amount in Payroll liabilities.		
2	Ensure that Superannuation payable account is reconciled.		
3	Have you ensured that the tax tables in your accounting software are up to date?		
4	Did you reconcile the PAYG withholdings?		
	<b>Purchases and Sales</b>		
1	Ensure that all the purchases are entered and the creditors account are reconciled.		
2	Ensure that all the credit notes are recorded.		
3	Ensure that all the credit notes have been settled for short payments.		
	<b>Cash &amp; Bank</b>		
1	Did you reconcile physical cash on hand with cash book as per accounting system?		
2	Ensure that the cash balance does not goes into negative at any time during year.		
3	Ensure that all the cash expenses and receipts have been recorded.		
	<b>Inventory</b>		
1	Did you do stock taking for your ear end inventories and account for any shortfall?		
	<b>Other relevant Transactions</b>		
1	Ensure that there are no transactions in suspense account at the end of period.		
2	Do the GST accounts balance at the year end ?		
3	Loan Statement for loan taken from bank/ financial institution.		
	Ensure that Query Sheet Provided by the Bookkeeper has been solved		