

Business checklist



Dart Accounting

The material and contents provided in this publication are informative in nature only. It is not intended to be advice and you should not act specifically on the basis of this information alone. If expert assistance is required, professional advice should be obtained. We are here to help, contact us today:

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Thank you for engaging Dart Accounting. We've created this checklist to assist you in gathering the information we'll need.

If this is the first year you've engaged Dart Accounting:

1. Copy of the most recently lodged tax returns and financials
2. Copy of trust deed, company constitution, partnership agreement, or SMSF deed

First year and ongoing:

1. If your bookkeeping software is on line, please send Dart Accounting an invitation to access your file – be it Xero, QuickBooks Intuite, MYOB etc.
2. Please ensure there are no items in suspense and accounts are reconciled
3. If your bookkeeping is non-online versions of MYOB, Reckon etc. please provide:
 - a. Profit and Loss Statement – 1 July XX to 30 June XX
 - b. Balance Sheet – 30 June XX
 - c. Trial Balance – 30 June XX
 - d. Detailed General Ledger – 1 July XX to 30 June XX
 - e. GST Summary Report – 1 July XX to 30 June XX
 - f. Trade Creditors/ Aged Payables – 30 June XX
 - g. Trade Debtors/Aged Receivables – 30 June XX
 - h. Bad debts 100% not recoverable – 30 June XX
4. Bank statement showing 30 June XX balance
5. Business loan statements 1 July XX – 30 June XX
6. Purchase and Sale contracts for assets, plant and equipment purchased or sold during the year
7. Please review depreciation schedules for any assets, plant and equipment which need to be written off
8. Has private usage been taken up in the accounts? If not, what is the private usage for: telephone, internet, motor vehicle etc.?
9. Details of any queries you may have or transactions you are unsure about

For more information or assistance please contact Sonia from Dart Accounting on:

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