



**WILSON PATERAS**  
ACCOUNTANTS & ADVISORS

# Entities Information Checklist

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Please use this document to help you collect all the necessary information for the completion of your entities' financial statements and tax returns for the financial year.

Some of the questions may not be relevant to you or you may have special circumstances which are not listed here. If you have any questions please contact our office on (03) 8419 9800 to discuss your needs.

## Entity Details

<b>Entity Name</b>			
<b>TFN/ABN</b>			
<b>Address</b>			
	<b>State</b>		<b>Postcode</b>
<b>Postal Address (Leave blank if same as above)</b>			
	<b>State</b>		<b>Postcode</b>
<b>Phone</b>		<input type="checkbox"/> Preferred Contact	
<b>Email</b>		<input type="checkbox"/> Preferred Contact	

## Entities Banking Details

<b>Account Name</b>			
<b>BSB</b>			
<b>Account Number</b>			

<b>1. First time Financial Statements &amp; Income Tax Returns</b>		<b>Yes</b>	<b>N/A</b>
If we are preparing your accounts for the first time, please provide copies of your entities' last Financial Statements & Income Tax Returns		<input type="checkbox"/>	<input type="checkbox"/>
Please provide us with a copy of the Company's Memorandum and Articles / Trust Deed / Partnership Agreements			
<b>2. Computerised Accounting Systems</b>		<b>Yes</b>	<b>N/A</b>
If using Xero, please provide us with access if you have not already done so.			
If not using Xero, please provide a backup of your computerised data file and advise:			
Name of Program (i.e. MYOB or QuickBooks):		<input type="checkbox"/>	<input type="checkbox"/>
Version Number:			
Password (if applicable):			
<b>3. Manual Accounting Systems</b>		<b>Yes</b>	<b>N/A</b>
Please provide the following information:			
<ul style="list-style-type: none"> <li>■ Reconciled cashbook, or</li> <li>■ If you do not use a cashbook, please provide a summary of all your business and investment income and expenses for the year</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Cash Balances</b>		<b>Yes</b>	<b>N/A</b>
Please provide the following information:			
<ul style="list-style-type: none"> <li>■ If we have not been provided with view only internet banking access to your business accounts, copies of bank statements for the period 1 July to 30 June, or</li> <li>■ Bank Reconciliation Statements and Bank Statements as at 30 June</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Accounts Receivable</b>		<b>Yes</b>	<b>N/A</b>
If not already in your computerised accounting system, please supply your list of debtors (customers who owe you money) as at 30 June and advise which ones should be written off (if any).		<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Investments/Properties</b>		<b>Yes</b>	<b>N/A</b>
Please provide details of investment and rental property income received during the year, including:			
<ul style="list-style-type: none"> <li>■ Dividend (statements and/ or advisory summary report or your own summary)</li> <li>■ Interest (if not on other documentation otherwise provided)</li> <li>■ Managed Fund/ Trust taxation statements (annual tax statements issued by the funds or your advisor's summary reports as required; your own summary will not be sufficient)</li> <li>■ Rental income (real estate agent summary reports and/ or your own summary)</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of Investments/ Properties purchased during the year, including:			
<ul style="list-style-type: none"> <li>■ Copy of contracts for purchase (often referred to as the O&amp;A), and</li> <li>■ Copy of settlement statements</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of Investments/ Properties sold or disposed during the year, including:			
<ul style="list-style-type: none"> <li>■ Copy of contracts for purchase (if not previously provided) &amp; copy of contracts for sale, and</li> <li>■ Copy of Settlement statements</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>

<b>7. Small Business Entity</b>	Yes	N/A
Please confirm if your entity qualifies as small business entity. Your entity is a small business if you: <ul style="list-style-type: none"> <li>Operate a business for all or part of the income year</li> <li>Has less than \$10 million aggregated turnover</li> <li>Aggregated turnover is your entity's annual turnover plus the annual turnover of any business you are connected with or that is your affiliate</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Stock Value</b>	Yes	N/A
Please provide the value of stock on hand and/ or work in progress as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
Please state which valuation method you have applied in valuing your stock: Cost / Market / Replacement Value (circle applicable one)	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Prepayments</b>	Yes	N/A
Have you paid any expenses in advance? For example: <ul style="list-style-type: none"> <li>Subscriptions</li> <li>Insurance</li> <li>Internet/ phone access</li> <li>Legal fees</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If so, please provide a schedule detailing amounts paid and period covered		
<b>10. Fixed Assets (Plant &amp; Equipment, Motor Vehicles etc)</b>	Yes	N/A
If not detailed in your computerised accounting system please provide: <ul style="list-style-type: none"> <li>Details of plant and equipment (including vehicles) purchased during the year, including date of purchase and cost</li> <li>Details of plant and equipment sold during the year, including date and sale price</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Please review your plant and equipment depreciation schedule(s) from previous year. Advise of any items that have been scrapped, taken for personal use or traded in, the date this occurred and value at the time?	<input type="checkbox"/>	<input type="checkbox"/>
Please review your repairs and maintenance if there were items that were of capital nature; if unsure, please provide descriptions for nature of repair works	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Accounts Payable &amp; Credit Cards</b>	Yes	N/A
If not already in your computerised accounting system, please supply your list of creditors (suppliers you owe money to) as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
If we have not been provided with view only internet banking access to your business credit card accounts, please provide copies of bank statements for each card for the period 1 July to 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Goods &amp; Services Tax (GST)</b>	Yes	N/A
If you did not use your computerised accounting system to prepare your Business Activity Statements, please provide copies of your Business Activity Statement Calculation Worksheets or Other Working Papers for BAS's lodged during the year.	<input type="checkbox"/>	<input type="checkbox"/>

<b>13. Annual Leave / Long Service Leave</b>	Yes	N/A
If your payroll is not run through your computerised accounting system, please provide a schedule of employee leave entitlements as at 30 June, including: <ul style="list-style-type: none"> <li>Employee Name</li> <li>Number of Days Owed</li> <li>Entitlement Value (\$)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. Wages &amp; Superannuation</b>	Yes	N/A
If your payroll is not run through your computerised accounting system, please provide us with: <ul style="list-style-type: none"> <li>PAYG Payment Summary Statement and Individual Payments Summaries for financial year that was lodged (or to be lodged) with ATO</li> <li>Details of your employees' superannuation entitlements and actual contributions made, including date of payment and/ or amount outstanding. Have all paid amounts cleared your bank account as at 30 June?</li> <li>Have you complied with the compulsory superannuation guarantee and met the quarterly dateline of paying the superannuation contributions?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15. Leases / Hire Purchase / Chattel Mortgage</b>	Yes	N/A
Please provide a copy of all new lease/ hire purchase/ chattel mortgage and any novated lease agreements entered into during the year.	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details including supporting documentation for any lease/ hire purchase/ chattel mortgage paid out or refinanced during the year.	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. Bank Loans</b>	Yes	N/A
If we have not been provided with view only internet banking access to your business and investment loans, please provide copies of loan statements for the period 1 July to 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
If any new loans were entered into during the year please provide copies of the initial loan/ facility agreement. If the loan was used for both business and personal purposes, please provide details and breakdown of funds usage	<input type="checkbox"/>	<input type="checkbox"/>
<b>17. Motor Vehicles</b>	Yes	N/A
For each motor vehicle used for private purposes, please advise: <ul style="list-style-type: none"> <li>The business use percentage (as supported by a log book maintained for at least 12 weeks during the year), or</li> <li>The odometer readings on 1st April and on 31st March, and</li> <li>Advise who was the employee (or associate) that used the vehicle for private purposes?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>18. Travel</b>	Yes	N/A
Where travel expenses have been incurred, please confirm: <ul style="list-style-type: none"> <li>All travel is 100% for business purposes, and</li> <li>You hold and can supply a travel diary for all international trips, and for domestic trips of 6 nights or more proving they were 100 for business purposes?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Alternatively, please advise: <ul style="list-style-type: none"> <li>The employee(s) (and/ or associates) on each trip,</li> <li>The business percentage of each trip, and</li> <li>For all international trips, and for domestic trips of 6 nights or more, confirm you hold travel diaries for each trip to prove the business percentage advised above?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

19. Entertainment	Yes	N/A
Where entertainment expense has been incurred, please confirm all entertainment is 100% for staff (and/ or associates)?	<input type="checkbox"/>	<input type="checkbox"/>
Alternatively, please provide a summary of each entertainment event advising:		
<ul style="list-style-type: none"> <li>■ The nature of the event,</li> <li>■ The number of staff (and their associates) at each event, and</li> <li>■ The number of clients at each event?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
20. Other Items	Yes	N/A
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

### Client Declaration

I confirm that the above is a true and complete record of all transactions for the year

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date    /    /



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ACCOUNTANTS & ADVISORS

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