

# Checklist of items required for financial statements.

## For the year ended 30 June 2021

- Accounting File reconciled to 30 June 2021 and password (or access to Cloud file)
- Copies of bank statements and reconciliation reports for all bank accounts, loans and credit cards as at 30 June 2021.
- Petty Cash reconciliation report as at 30 June 2021.
- Copy of wages and superannuation reconciliation for the year ended 30 June 2021.
- Copies of invoices for any plant & equipment purchased during the year.
- Details of any new leases and purchase of equipment. Copies of all invoices, lease and hire purchase documentation relating to same.
- Copies of annual payroll tax reconciliation lodged with the Office of State Revenue for the year ended 30 June 2021.
- Copies of invoices for all insurance policies for the year ended 30 June 2021.
- List of Debtors as at 30 June 2021 and details of any bad debts to be written off as at 30 June 2021.
- List of Creditors as at 30 June 2021.
- Stock and Work in Progress figures as at 30 June 2021.
- Copies of invoices for legal fees incurred during the year ended 30 June 2021.
- Copies of contracts and settlement statements for the purchase or sale of property during the year ended 30th June 2021.
- Copies of buy and sell contracts for the purchase of shares during the year ended 30 June 2021.
- Copies of dividend statements for the year ended 30th June 2021.
- Copies of annual tax statements in relation to Trusts or managed funds for the year ended 30<sup>th</sup> June 2021.