

Business Client Checklist (not using MYOB)
Information to be provided to Pears for 200X Year End

The following is the list of information we require to prepare your 30 June 200X Financial Statements and Income Tax Return

1. **Bank Statements & Credit Card Statements for the whole of the relevant year/period (1/7/200x to 30/6/200x)**
2. **All cheque butts and deposit books for the relevant year or period of the cash book or copy of computerised general ledger and trial balance
A copy of Bank reconciliation, including dates of outstanding cheques (if prepared)**
3. **Copies of relevant documents and full details of loans, hire purchase agreements, leases and bank periodical payments**
4. **Aged Debtors listing as at 30 June or end of reporting period (as at 30/6/200x)**
5. **Aged Creditors listing as at 30 June or end of reporting period (as at 30/6/200x)**
6. **Aged Stock / work in progress listing as at 30 June or end of reporting period, including details of stock valuation method (as at 30/6/200x)**
7. **Full details of interest and dividends earned for the relevant year including copies of interest and dividend advices**
8. **Details of assets (including plant and equipment) purchased, sold, scrapped or disposed of during the year including dates of acquisition, disposal, trade-in & purchase/sale price, etc**
9. **In regards to sale or purchase of real estate, a copy of contract of sale, solicitor's and selling agents settlement sheets and banking details of the settlement**
10. **A schedule of payments made by cash/out of pocket which adequately shows the nature of each expense**
11. **A schedule showing the reconciliation of total wages paid as per group certificates, wages and payroll tax records**
12. **Details of superannuation paid for each employee**
13. **Listing of Bad Debts written off during the year**
14. **Copy of BAS Forms lodged during the year & workings**
15. **Any other relevant documents _____**