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Accounts Preparation – Client Checklist

Client: _____ Date: _____

Please complete this checklist and return to us when you bring your taxation records in to allow us to complete your accounts accurately and efficiently.

Terms of Engagement

*I/We hereby instruct you to prepare our Financial Accounts and Taxation Returns for the financial year ended **30 June 2016**.*

I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain such information as you require to enable you to complete the above assignment.

Name:

Signature:

Date:

To ensure that our records are up to date, please assist us by completing the following:

Entity name:

Main business activity:

Business Address:

Postal address:

Email address:
(For our records)

Email address:
(For Billing Purposes)

Contact name:

Address:

Telephone:

Home

Business

Fax

Mobile

Bookkeeper:

Telephone:

BANK ACCOUNT DETAILS

The ATO is no longer issuing refunds via cheques. All refunds will be directly deposited into your nominated bank account.

Please provide us with your bank account details for your refund.

Bank:

BSB:

Account Number:

Name:

1. Cash Balances	Yes	No	?
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Please supply the following information:

1.1	Reconciled accounts on USB. Please circle the program you are using: MYOB / Quicken / QuickBooks / Phoenix / Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.1	Please provide the version number (i.e MYOB Version 2015.1)			
1.1.2	Please provide password if applicable			
1.2	Copies of all bank statements as at 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are using specialised accounting software please contact our office to discuss information that needs to be provided.

OR If you are not using a computer program:

1.3	Cheque payment details, cheque butts, invoices and cashbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Receipt details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Bank reconciliations (if available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Copies of your bank statements from 1 July to 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions 2 & 3 are for the primary production industry only.

2. Livestock (Primary production only)

Livestock Reconciliation

	SHEEP	CATTLE	OTHER
Stock on Hand 1/7/15			
Add Purchases			
Add Natural Increase			
Total			

	SHEEP	CATTLE	OTHER
Sales			
Add Rations			
Add Deaths (estimate)			
Stock on Hand 30/6/16			
Total			

3. Farm Management Deposits Scheme		Yes	No	?
3.1	Have you made any deposits into a Farm Management Deposit prior to 30 June 2016?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide the following details:		Yes	No	?
3.2	Name of financial institution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Amount of deposit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Interest received for the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Have you made any withdrawals from a Farm Management Deposit prior to 30 June 2016?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide the following details:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Name of financial institution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Amount of withdrawal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Interest received for the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Accounts Receivable		Yes	No	?
4.1	Please supply a list of trade debtors as at 30 June. (That have not been entered onto your software)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Please supply a list of bad debts written off or to be written off at 30 June. (For accounting purposes only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Investments		Yes	No	?
5.1	Schedule of investments held at 30 June, including cash management, term deposit accounts and shares.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Investments acquired during the year, date and cost of acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Investments sold during the year, date of disposal and consideration received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Details of investment income received during the year, including dividend statements, interest statements, trust taxation summaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Stock (non-primary production only)		Yes	No	?
6.1	Please supply the value of stock on hand at 30 June and the method of valuation (Cost, Market or Replacement). ▪ <i>Note: Please contact us if you would like to discuss valuation issues.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR				
6.2	Please advise if the value of stock at 30 June does not exceed the value at 30 June the previous year by more than \$5,000. ▪ <i>Note: Please advise us if stock is significantly less than previous year.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Accounts Payable		Yes	No	?
7.1	Please supply a list of trade creditors at 30 June. (That have not been entered onto your software)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Compulsory superannuation guarantee contributions unpaid as at 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: For each creditor provide details of the nature of the expense for which the debt is owed.</i>				
8. Plant & Equipment & Fixed Assets		Yes	No	?
Please provide the following details of assets such as Plant items and Property				
8.1	Assets acquired during the year including date and cost. Please provide copies of invoices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Details of assets sold during the year, including date and consideration received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Details of assets that have been scrapped, taken for personal use or traded in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Property Acquisitions/Sales		Yes	No	?
Please provide the following details for Property purchases and sales during the year				
9.1	Property acquired during the year including date and cost. Please provide a copy of settlement statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2	Details of assets sold during the year, including date and consideration received and a copy of settlement statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Loans / Leases / Hire Purchase		Yes	No	?
Details of borrowings during the year, including:				
10.1	Loan statements detailing interest, repayments and loan balance at the end of the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Details of any loans paid out during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Agreements relating to any new mortgages, hire purchase agreements, leases and loans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Salaries, PAYG Withholdings and Return to Work SA		Yes	No	?
11.1	Please supply copies of PAYG Payment Summaries issued at year end.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Please supply a copy of your PAYG Summary Statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.3	Please provide a copy of your Return to Work SA Reconciliation Statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Transactions Not Through the Business		Yes	No	?
12.1	Were all sales banked and purchases paid through the business trading account during the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.2	If not, please provide details as to how these funds were applied or how the purchases were paid for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Legal Documents		Yes	No	?
13.1	Please attach solicitor's statements and/or correspondence relating to any legal transactions during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Private Use		Yes	No	%
14.1	Has the private use component been deducted from transactions for			
	<ul style="list-style-type: none"> Please advise whether or not this includes GST & the private use %. 			
	Telephone	<input type="checkbox"/>	<input type="checkbox"/>	
	Electricity	<input type="checkbox"/>	<input type="checkbox"/>	
	Rates	<input type="checkbox"/>	<input type="checkbox"/>	
	Motor Vehicle - Odometer Reading:	<input type="checkbox"/>	<input type="checkbox"/>	
	Other	<input type="checkbox"/>	<input type="checkbox"/>	
15. Other Information		Yes	No	\$
Private Health Details including fund name, membership number and level of cover:				
Number of dependant children:				
Have you claimed any Family Tax Benefits throughout the year:		<input type="checkbox"/>	<input type="checkbox"/>	N/A
16. Superannuation Contributions		Yes	No	?
16.1	Have any Super Contributions been made on your behalf to a Superannuation Fund prior to 30 June? (excluding SGC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If there is any other information that you consider relevant, or you have particular concerns/queries, please provide us with details in the space below or attach additional information.

Thank you for taking the time to complete this checklist.