Roy A McDonald Pty Ltd
Certified Practising Accountant

CHECKLIST FOR SOLE TRADERS, COMPANIES, TRUSTS, and PARTNERSHIPS

Client records required – business clients	**Information provided**	**Not applicable**
GENERAL INFORMATION		
Accounting information, including any trial balance, profit & loss and balance sheet (if applicable) Including a copy of prior year accounts and taxation return.		
Accrued expenses (e.g. audit fees and bonuses) and unearned revenue		
Asset register detailing depreciating assets bought and sold or scrapped during the year and any other capital assets purchased during the year		
Bank statements		
Cashbook (if maintained)/Computerised Accounting Records – Myob/Xero/QBooks etc		
CGT register (if maintained)		
Cheque butts and deposit books (if maintained)		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year		
Copies of invoices for fees paid to registered tax agent or auditor (if another firm provided services)		
Copies of invoices or documentation for material amounts or which relate to extraordinary transactions		
Copies of sell notes and settlement statements for shares purchased and sold (including original contract notes and settlement statements, if possible)		
Copies of sell notes for units in managed funds purchased and sold (including original purchase notes, if possible)		
Details of any investments purchased during the year		
Details of any leases entered into and terminated during the year		
Details of provision for long service leave, annual leave or any other provision or reserve		
Details of work-in-progress		
Distribution statements, annual tax statements and capital gains statements from managed funds		
Dividend statements		
Documentation relating to acquisition or disposal of CGT assets (e.g. purchase contracts and sale contracts)		
Listing of trade creditors with amounts owing		
Listing of trade debtors with amounts outstanding		
Rental statements		
Statements from lenders detailing the opening and closing balances of existing loans during the financial year (and any repayments made)		
Details of government grants received during the year		

Client records required – business clients	**Information provided**	**Not applicable**
ADDITIONAL INFORMATION – COMPANY [Delete if not applicable]		
Auditor's report (if applicable)		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year		
Copies of minutes of company meetings		
Details of any changes in shareholdings, including the issue of new shares		
Details of any share buybacks or share cancellations		
Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company		
ADDITIONAL INFORMATION – TRUST [Delete if not applicable]		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year		
Copies of minutes of trust meetings, in particular trustee resolutions or minutes		
Copy of trust deed or any amendments during year, if not already supplied		
Details of any units redeemed or issued during the year (for a unit trust)		
Details of any unpaid present entitlements to beneficiaries or associate private companies		
Details of any elections (e.g. family trust election, interposed entity election)		
If a closely held trust, any relevant notices (e.g. tax file number (TFN) report, trustee beneficiary (TB) statement)		
ADDITIONAL INFORMATION – PARTNERSHIP [Delete if not applicable]		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year		
Copies of minutes of partnership meetings		
Copy of partnership agreement		
If the partnership was restructured during the year, please provide details		