



# selwoodackerly

**ACCOUNTING SERVICES PTY LTD**

Suite 8  
The Strand, 21 Reid Street  
PO Box 121  
Wangaratta VIC 3676  
P. (03) 5722 9595  
F. (03) 5722 9594  
[enquiry@saaccounting.com.au](mailto:enquiry@saaccounting.com.au)  
[www.saaccounting.com.au](http://www.saaccounting.com.au)

## Year End Checklist and Information Required for the Year Ended 30 June 2011 For Clients using Cashflow Manager

Entity Names:  
Your Client Manager:

To assist us in preparing your financial statements and income tax returns, please complete this checklist and questionnaire carefully for each entity, and return it to our office together with the information required. This will help us to prepare your financial statements and income tax returns as efficient as possible. **If information is not provided, or accounts are not reconciled, the time required and therefore the cost of preparing the financial statements and income tax return may increase substantially.**

We remind you that it is your responsibility to ensure that all relevant information is provided to us in a complete and accurate manner. If you are unsure, please call your client manager to discuss

|          |                                 |  |            |            |
|----------|---------------------------------|--|------------|------------|
| <b>1</b> | <b>Reconcile Accounts:</b>      |  | <b>Yes</b> | <b>N/A</b> |
|          | (a) Reconcile all bank accounts |  |            |            |

**For each entity on CashFlow Manager please provide the following:**

|          |  |  |            |            |
|----------|--|--|------------|------------|
|          |  |  | <b>Yes</b> | <b>N/A</b> |
| <b>1</b> | <b>CashFlow Manager Data File (back-up file) by email, CD or disk.</b> |  |            |            |

|          |   |  |  |  |
|----------|---|--|--|--|
| <b>2</b> | <b>Hire Purchase / Lease Details:</b>                 |  |  |  |
|          | (a) Copies of New Hire Purchase/Lease contracts       |  |  |  |
|          | (b) HP/Lease calculation schedules                    |  |  |  |
|          | (c) Details of HPs or Leases paid out during the year |  |  |  |

|          |   |  |  |  |
|----------|---|--|--|--|
| <b>4</b> | <b>Depreciable Assets:</b>  |  |  |  |
|          | (a) Sale date and sale proceeds for each asset traded in or scrapped during the year. |  |  |  |

|          |   |  |            |            |
|----------|---|--|------------|------------|
| <b>5</b> | <b>Bank Account and Bank Loan Details:</b>                              |  | <b>Yes</b> | <b>N/A</b> |
|          | (a) Bank statements showing blance at 30 June for all bank accounts.    |  |            |            |
|          | (b) Loan statements showing balance at 30 June.                         |  |            |            |
|          | (c) Details of new loans / finance taken out during the year including: |  |            |            |
|          | - purpose of loan   |  |            |            |
|          | - security provided   |  |            |            |
|          | - costs including loan setup fees, stamp duty etc                       |  |            |            |

|          |   |  |            |            |
|----------|---|--|------------|------------|
| <b>6</b> | <b>Creditors:</b>   |  | <b>Yes</b> | <b>N/A</b> |
|          | (a) Accounts Payable list as at 30 June                           |  |            |            |
|          | (b) Details of superannuation accrued but not paid as at 30 June. |  |            |            |

|          |   |  |            |            |
|----------|---|--|------------|------------|
| <b>7</b> | <b>Debtors:</b>                               |  | <b>Yes</b> | <b>N/A</b> |
|          | (a) Accounts Receivable listing as at 30 June |  |            |            |
|          | (b) Details of bad debts to be written off.   |  |            |            |

|          |  |  |  |  |
|----------|--|--|--|--|
| <b>8</b> | <b>Closing stock listing OR total as at 30 June.</b> |  |  |  |
|          |  |  |  |  |
|          |  |  |  |  |



**15 Other information:**

If business or other major asset sold or purchased, provide a copy of the sale or purchase agreement

| Yes | N/A |
|-----|-----|
|     |     |

Please provide any other information that may be relevant:

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**16 Timing of Financial Statements and Income Tax Returns**

At all times we endeavour to complete and finalise our client's financial statements and income tax returns in a timely and efficient manner. However, there are many factors that may delay this process. These include conflicting and different deadlines for different tax requirements (eg FBT returns, BASs, income tax returns), incomplete or inaccurate information provided by clients, and information from third parties not provided in a timely manner (eg bank information, financial statements for related or investment entities, trust distribution details).

If you require your financial statements and income tax returns to be finalised for a specific purpose, please advise when they are required by, and for what purpose:

\_\_\_\_\_

If you have completed the checklist in full and have provided all relevant information, we will endeavour to finalise your financial statements and tax returns by the date specified. If we are unable to do this, we will contact you.

**17 Authorisation**

**To: Selwood Ackerly Accounting Services P/L**

The checklist has been completed in full and all required information has been attached.

I/We hereby authorise you to prepare our Financial Statements and Income Tax Returns for the 2011 year. I/We undertake to supply all information necessary to carry out such services, and understand that we are responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with our banks, finance companies, the Australian Taxation Office, and other third parties to obtain such information as you require in order to carry out the above assignment.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**18 Please provide the contact details of the person to be contacted if further information is required:**

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Please forward details to:** by mail, email or phone for an appointment.