



selwood ackerly

ACCOUNTING SERVICES PTY LTD

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Year End Checklist and Information Required for the Year Ended 30 June 2011 For Clients using MYOB

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

1 DO NOT rollover to the new year (ie do NOT start new financial year).

Yes	N/A
<input type="checkbox"/>	<input type="checkbox"/>

If a rollover has been performed, any adjustments that we may require you to enter can not be entered. Note that you can still continue to enter the new year's transactions without rolling over.

2 Reconcile Accounts and Lock Data File:

- (a) all bank account balances reconcile to the balance sheet
- (b) all bank loan balances reconcile to the balance sheet
- (c) Accounts Payables listing reconciles with the creditors amount on balance sheet
- (d) Accounts Receivable listing reconciles with the debtors amount on balance sheet
- (e) inter-entity loans accounts reconcile with each other
- (f) there are no amounts in a "suspense" account, **OR**, provide full details of suspense amounts so we are able to determine what they are.
- (g) **Data file has been locked (IMPORTANT):**

Yes	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

This ensures that transactions are not accidentally entered into the year being finalised. Your version of the data must remain the same as the version you are forwarding to us. If you find that an adjustment is required AFTER you have provided a copy of your data file to us, please advise us. To lock the file up-to June:

- Go to "Setup" menu and click on the "preference" option
- Select the "security" tab
- Ensure that the "Locked Period" function is ticked and the period selected is "June"

For each entity on MYOB please provide the following:

1 MYOB Data File (back-up file) by email, CD or disk.

Yes	N/A
<input type="checkbox"/>	<input type="checkbox"/>

2 Hire Purchase / Lease Details:

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

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

4 Depreciable Assets:

- (a) Sale date and sale proceeds for each asset traded in or scrapped during the year.

<input type="checkbox"/>	<input type="checkbox"/>
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5 Bank Account and Bank Loan Details:

Yes N/A

(c) Stock taken for private use | |

15 Private Use

Adjustments are made for private usage of electricity, telephone, mobile phone etc. Please advise the private use % where relevant. Private %

Electricity _____
Telephone Expense _____
Mobile Phone Expense _____
Other _____
Other _____

16 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 financial year. I/We undertake to supply all information necessary to carry out such services, and understand that we are responsible for the accuracy & 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 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.