



Client: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

**CHECKLIST FOR PREPARATION OF YOUR 2023 FINANCIAL STATEMENTS AND INCOME TAX RETURNS**

**As at 31 March 2023:**

- **STOCK ON HAND** reasonably estimated to be more than \$10,000?  
Complete stock-take of product/materials on hand as at 31 March 2023. (Cost price or net realisable value if less than cost and GST exclusive):
 

Stock on Hand	\$ _____
Work in Progress	\$ _____
  
- **PRIVATE MOTOR VEHICLE USED FOR BUSINESS:**  
Type of Vehicle: Petrol or Diesel  Petrol Hybrid  Electric   
Log book details % per logbook \_\_\_\_\_%  
OR Total kms travelled (business and personal use) \_\_\_\_\_ kms  
Total kms travelled for business use \_\_\_\_\_ kms
  
- **BANK STATEMENTS AND CASHBOOK** for the full year (if accounting software not used)   
Clearly identify any non-business income or expenses.
  
- **MYOB / XERO CLIENTS** - a copy of the March 2023 bank statement for each business bank account
  
- **BUSINESS LOANS** – loan statements and/or end of year annual loan summary
  
- **GST RETURN** workpapers (if not prepared by us).
  
- **CASH ON HAND (UNBANKED INCOME)** as at 31 March 2023 (if any)
  
- **DETAILS OF ANY INCOME OR EXPENSES BANKED OR PAID THROUGH PERSONAL BANK ACCOUNTS**
  
- **ASSETS PURCHASED costing more than \$1,000** - details of any new assets purchased during the year. Please complete the attached schedule and provide a copy of the invoice
  
- **FRINGE BENEFIT TAX RETURN** workpapers
  
- **ACCOUNTS PAYABLE/CREDITORS** – provide list
  
- **ACCOUNTS RECEIVABLE/DEBTORS** – provide list
  
- **BAD DEBTS** as at 31 March 2023 (these should not be included in the Debtors list)

- **NEW HIRE PURCHASE AGREEMENTS**
- **USE OF HOME** – if your home is used for business purposes please provide the details below
- **INVESTMENTS** – if you have an investment portfolio please provide the end of year Tax Report from your investment advisor.
- **RENTAL PROPERTY PURCHASED DURING YEAR** - Solicitor Settlement Statements
- **RENTAL PROPERTY LOANS** – loan statements for full year
- **HOLIDAY HOME** used personally and for income earning – please complete the separate questionnaire

**USE OF HOME OFFICE:**

Total Area of House/Garage \_\_\_\_\_ (sq ft/m sq)

Area of Office/Garage (used for business) \_\_\_\_\_ (sq ft/m sq)

Insurance - House \$ \_\_\_\_\_

- Contents \$ \_\_\_\_\_

Mortgage Interest \$ \_\_\_\_\_

Power \$ \_\_\_\_\_

Repairs/Maintenance \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Rent (if you do not own your home) \$ \_\_\_\_\_

***I ask that you sign the information authority below and return this questionnaire with your information to my office as it is getting increasingly difficult with the Privacy Act to obtain information from any source without authorisation.***

Phillip J Blacktopp  
**ACCOUNTANT**

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I authorise you to prepare financial statements from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

Information and Signing Authorisation

I authorise Helston & Associates Ltd to obtain any information and sign any Returns on my behalf, regarding my tax affairs.

Name.....

Signed.....

Date.....



**ASSETS:**

ASSET SOLD, TRADED IN OR SCRAPPED	DATE	TOTAL \$ (GST inclusive)	TRADE IN

ASSET PURCHASED (\$1,000 and over)	DATE	TOTAL \$ (GST inclusive)	N = NEW U = USED	TRADE IN

Please provide copies of invoices for all assets purchased