



Client: _____

Contact Phone No: _____

Email Address: _____

CHECKLIST FOR PREPARATION OF YOUR 2024 FINANCIAL STATEMENTS AND INCOME TAX RETURNS

As at 31 March 2024:

- **STOCK ON HAND** reasonably estimated to be more than \$10,000?
Complete stock-take of product/materials on hand as at 31 March 2024. (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 2024 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 2024 (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 2024 (these should not be included in the Debtors list)

- **NEW HIRE PURCHASE AGREEMENTS** – Sale & Purchase Agreement, Finance Principal & interest Schedule
- **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 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