



**MAYBERRY
MELDRUM
ANDERSON**

ACCOUNTANTS
& TAXATION
CONSULTANTS

YOUR LOCAL NUMBER LOVING ACCOUNTANTS



INDIVIDUALS



SUPERFUNDS



BUSINESSES

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BUSINESSES

END OF YEAR CHECKLIST



We take pride in the relationships formed between ourselves and our clients: Our vision is for you to feel that the accountant client relationship is our highest priority.

- Backup of computerised information ie. Xero, MYOB, Quickbooks, program version and password if applicable
- Copy of BAS/IAS statements lodged
- Copy of bank statements at 30 June and bank reconciliation
- Debtors report and reconciliation at 30 June. Please check report matches your balance sheet
- Creditors report and reconciliation at 30 June. Please check report matches your balance sheet
- Stock on hand @ 30 June
- Fixed asset listing detailing new purchases and disposal
- Copy of PAYG Statement & Summary (group certificates).
- Private usage component of phone, electricity, water and motor vehicle expenses
- Loans/leases/chattel mortgages & HP agreement statements
- Log books for motor vehicle
- Superannuation Contributions
- Home office expenses
- Details of sale of assets eg. business equipment, shares, or property