

END OF FINANCIAL YEAR CHECKLIST FOR BUSINESS CLIENTS

- DATA FILE ON USB or
- CLOUD ACCOUNTING ACCESS or
- EXCEL SPREADSHEET or CASH BOOK
- BANK STATEMENTS, CHEQUE BUTTS, DEPOSIT BOOKS
- PAYG SUMMARY STATEMENTS
- LOAN STATEMENTS
- BUSINESS ACTIVITY STATEMENTS
- FINANCE PAPERS FOR NEW EQUIPMENT
- ANY OTHER RELEVANT INFORMATION
- STOCKTAKE @ 30 JUNE