

END OF YEAR REPORTS FOR YOUR ACCOUNTANT

For the Preparation of Annual Financial Statements

2021

Client Name:	
Postal Address:	
Home Number:	
Mobile Number:	

1. **Bank & Loan Statements** – Copies of your closing bank statements (to confirm your bank reconciliations with the software).
2. **Debtors** – A list of all Accounts Receivables (monies owed to you) at the end of the financial year. Make sure any bad debts are written off before the 31 March of each year.
3. **Creditors** – A list of all Accounts Payable (monies you owe to other people). A simple way to prepare this list is to run a Reports/Ledger Report for April and highlight all the bills you paid in those months that relate to the last financial year.
4. **Holiday Pay** – Unpaid holiday pay as at 31 March, if any is owing.
5. **Stock** – A detailed list of all inventories on the last day of the financial year end at cost excluding GST, if any is held.
6. **Work in Progress** – A list of partially completed projects where time and materials have been consumed but not yet invoiced, if applicable.
7. **Fixed Assets** – List of fixed assets purchased during the course of the year. Your accountant needs this information to accurately account for your depreciation, therefore, it is recommended you keep a file to record this information during the year.
8. **Computer Software** – Backup if we are unable to source this direct from your accounting package.
9. **Home Office Expenses** – Provide details of your home mortgage and other home operating expenses (eg. Power, gas, insurances, rates, repairs and rent) not otherwise claimed on an ongoing basis.
10. **Interest** – Provide copies of bank interest certificates.
11. **Dividends** – Copies of dividend receipts.
12. **Donations** – Copies of donation receipts.
13. **Other Income** – Details of any other income received locally or from overseas during the course of the year including rental income.
14. **Personal Income** – Please provide details.