

ANNUAL ACCOUNTS CHECKLIST for the year ended 31 March 2018

(Please ignore any that are not applicable to you)

- Fixed Assets: Please check that you still have all of the assets listed on your asset schedule for March 2017. Let us know any which need to be written off.
Please provide invoices for any new assets purchased (over \$500 excluding gst).
Please provide S&P Agreement and Solicitor Settlement Statement for any property bought or sold.
- Debtors/Creditors: Please provide a listing of all monies owed to and by you as at 31/03/18.
- GST: Please provide a copy of all GST returns and workings.
- Stock: Please confirm stock held as at 31/03/18 valued at the lower of "cost" and "net realisable value".
- Wages: Please provide a printout of your annual wage summary or wage book records.
- Home Office costs: Please see separate schedule.
- Loans: Please provide either the loan statement summary or statements for the year. Please provide details of any new loans.
- HPs: Please provide details of any new HPs.
- Bank Statement: Please show balances at 31/3/18. Do you have any new bank accounts?
- Cash on Hand: Were all sales for March banked by 31/03/18? If not please detail the amounts unbanked.
- Cash Sales: Were all sales banked into your business bank account? If not please detail the amounts not banked and when they were received.
- Other income: If you received income from any other sources, Rent, Interest or Dividends please provide certificates or details.
- Donations: Please provide receipts for the period 1/4/17 to 31/3/18.