

PREPARATION CHECKLIST

Business Financial Accounts & Income Tax Return

To assist us in preparing your 2024 financial statements, please use this checklist when you compile your information and return this along with your data – preferably by email. Completing the checklist will enable us to process your work more efficiently. This can lead to both time and cost savings as it reduces further requests for information, which can delay the compilation and analysis of your financial information.

Please ensure you complete ALL relevant questions and provide additional information as required – preferably via your 'Wealth Portal'

Once we have completed your tax returns and financial statements, we will forward them to you for electronic signature unless you specifically request paper copies. For more information on how to sign your financial statements and tax returns please click on the links provided.

Financial Statements: https://support.mpwealthportal.com/hc/en-au/articles/10010105287567-How-do-l-sign-a-document

Tax Return: https://central.xero.com/s/article/Sign-a-document-your-advisor-has-sent-you-to-authorise#Declinetosignadocumentyouvebeensent

Your Details
Contact Name
Entity name
Contact Telephone Number
Email Address

Please ensure you complete ALL relevant questions and provide additional information as required in electronic format.

If we are preparing your return for the first time	Yes	N/A	Data sent via Myprosperity?
Please supply the following information			
Copies of your last financial statements			
A copy of your last income tax return			



Cash Balances	Yes	N/A	Data sent via Myprosperity?
Please Tick and provide additional paperwork as required			
Please provide a copy of your reconciled accounting software on computer disk, USB drive or by email to services@corporate-plus.com.au . Please circle the program you are using:			
MYOB / Other.			
Please provide the version number:			
If other than Xero, please provide login access to your accounting software:			
Username: Password:			
If using Xero, please add Corporate+ as a 'financial advisor' if haven't already done so			
Copies of bank reconciliations as at 30 June 2024			
Copies of bank statements for the month of June 2024			
If you are using accounting software and do not intend to supply Corplink, please supply the following additional information:	oorate	e+ wit	h a USB or
Financial Statements such as: Balance Sheet, Profit & Loss Statement, GST summary for every BAS lodged during the year			
General ledger (both detailed, summary and payroll summary)			
Trial balance, bank reconciliations, debtors' reconciliations and summaries as at 30 June 2024 and creditors reconciliations and summaries as at 30 June 2024			
If you do not use accounting software:			
Expense payment details (such as spreadsheet summary and any invoices for any large or unusual amounts)			
Income details			
Bank reconciliations (if available) and bank statements for full year			
Debtors			
Please supply a list of trade debtors (people who owe you money) as at 30 June 2024			
Please supply a list of bad debts written off or to be written off at 30 June 2024 (If previously included as income)			
Creditors			
Please supply a list of trade creditors (people who you owe money) as at 30 June 2024			
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Credit card statements up to and including 30 June 2024	
Stock	
Value of stock on hand as at 30 June 2024 and a copy of the stock value report	
Leases and Asset Finance	
Details (including contracts) for any new leases or chattel mortgage agreements entered during the year	
Plant, Equipment & other Assets (including Motor Vehicles)	
Details of assets acquired during the year, including date and cost and purchase contracts where applicable. Including property even if it hasn't settled yet	
Assets purchased value in excess of \$20,000, please include a copy of the invoice	
Details of assets sold during the year, including date and consideration received (including sale contracts where applicable). Including property even if it hasn't settled as yet	
Details of any assets that have been scrapped, taken for personal use or traded in	
Details on any leases or asset finance agreements paid out during the year	
Salaries, Wages & PAYG withholding	
Copies of PAYG payment summaries issued to you and your staff or STP Final Report	
Final Report A copy of your Single Touch Final Report summary statement sent to the	
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Final Report A copy of your Single Touch Final Report summary statement sent to the ATO Did you provide any non-cash benefits to employees such as motor vehicles, car parking and meals? Private Use / private portions of expenses For expenses such as Telephone, Internet, Electricity & Gas etc., please provide an estimate of the private usage (a percentage will suffice but	
A copy of your Single Touch Final Report summary statement sent to the ATO Did you provide any non-cash benefits to employees such as motor vehicles, car parking and meals? Private Use / private portions of expenses For expenses such as Telephone, Internet, Electricity & Gas etc., please provide an estimate of the private usage (a percentage will suffice but please keep evidence of how you determined the percentage). For motor vehicle expenses please provide a copy of your logbook(s) if	
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Additional Information				
If there is any other information that you consider relevant, or you have please provide us with details and attach information if applicable:	e cor	ncerns	s/querie	?S,

By submitting this checklist to Corporate Plus Accountants, I confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.