

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-I-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?
<i>Please supply the following information</i>			
• Copies of your last financial statements			
• A copy of your last income tax return			

Please ensure you supply ALL documentation required if any items above are relevant to you

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			
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 maintained			
External Loans			

Please ensure you supply ALL documentation required if any items above are relevant to you

Additional Information			
If there is any other information that you consider relevant, or you have concerns/queries, please provide us with details and attach information if applicable:			

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.