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| 2023 COMPANY CHECKLIST |

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| CLIENT DETAILS | | | | | | |
| Full Name of Company | Company | | | | | |
| Director/s: | Director 1 Director 2 | | | | | |
| Address | Address Line 1 Address Line 2 | | | | | |
| Suburb | City/Town | | State : | State/Co/Prov | Postcode : | Zip/Postal |
| Telephone | Mobile : | Phone 3 | | Business : | Phone 1 | |
| E-mail | Email Address Email Address 2 | | | | | |

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| **Requirements for Company: Company**  **NOTE: All documentation relates to the 2023 Financial Year (01/07/2022 to 30/06/2023)** | | |
| Details of all Income and Expenditure for the year or  Xero /MYOB/Quickbooks/Excel Backup File | Yes 🗖 | No 🗖 |
| Banks Statements for all company Bank Accounts and credit cards | Yes 🗖 | No 🗖 |
| **Back-up documents for transactions during the year including:** | | |
| 1. HP/Lease Contracts | Yes 🗖 | No 🗖 |
| 2. Loan Statements | Yes 🗖 | No 🗖 |
| 3. Invoices for New Company Assets | Yes 🗖 | No 🗖 |
| 4. Copies of Business Activity Statements for the year | Yes 🗖 | No 🗖 |
| 5. Copies of PAYG Payment Summaries and Annual Reconciliations | Yes 🗖 | No 🗖 |
| 6. Any other documents you may consider relevant  ……………………………………………………………………………………………………..  ……………………………………………………………………………………………………..  …………………………………………………………………………………………………….. | Yes 🗖 | No 🗖 |