



WHITINGS

CHECKLIST OF PRINCIPAL ITEMS REQUIRED FOR NON – COMPUTER BASED SYSTEMS AND QUICKEN

Please Furnish:

- All bank statements, deposit and cheque books or journal (cash) book, and bank reconciliation as at 30 June for each bank account operated.
- Summary of debtors (monies owed to you) and creditors (money you owe) as at 30 June should you operate on an accruals basis.
- Details of deposits which did not include any GST i.e. payment for a pre 1/7/00 supply or exports
- Summary of payments where the payment did not include any GST. This would include payments for:
 - Pre 1/7/00 supplies
 - Supplies which did not include GST i.e. rates, water supply, unregistered service providers or overseas supplies

Please also refer to our General Checklist for Business.

Where you do not use accounting software, we can now electronically source your bank account information thereby eliminating the need to manually process the bulk of your data, saving you on your Accounting Fees. To take advantage of this service, please return the Banklink authority forwarded in June or contact the office on 9244 1444.