



Accounting Services

Suite 8, 10 William Street  
Esperance WA 6450

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08) 9071 6333

## Business Financials and Tax Return Checklist

(Any original documents provided  
will be returned)

### Accounting Software

- MYOB
- Quickbooks
- Agrimaster
- Backup- after 30 June  
bank reconciliation has  
been completed, either on  
CD,USB or email
- Log on details for  
software, if applicable

### Assets

#### Cash:

- Copy of Bank Statements  
and Credit Card Statements  
showing the balance for 30  
June

#### Fixed Assets:

- Plant & Equipment  
Motor Vehicles
- Office Furniture & Fixtures
- Go through last year's  
Depreciation Schedule and  
highlight obsolete items to be  
written off and scrapped
- Copies of purchase  
documents, tax invoices,  
finance contracts etc. (Note:  
these will need to be updated  
every five years)
- Motor Vehicle log book  
percentages
- Copies of Offer and  
Acceptance and Settlement  
documentation for property  
purchases
- Copies of sale documents for  
business sales and/ or  
purchases

#### Capital Gains/ Loss:

- Details of assets sold in the  
year and original purchase  
documentation

### Liabilities

#### Loans:

- Details of new finance  
agreements
- Bank Statement showing  
balance and movement for  
the year ended 30 June for  
all bank loans

### Other

Stock on hand \_\_\_\_\_

Cash on hand \_\_\_\_\_

Rental property (contact us for a schedule)

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Have you changed any of your contact details? If yes then  
please update below

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_