

- Registered Tax Agents & Accountants
- CPA & IPA Public Practice
- Business Structures & Asset Protection
- Cloud Accounting - Xero, MYOB & Others



## COMPANY ANNUAL ACCOUNTS

01/07/ – 30/06/

For the preparation of the annual accounts, please supply us with the following:

	Report	Period	Notes/Description
1.	Trial Balance	30/06/2015	XERO
2.	Trial Balance	30/06/2016	XERO
3.	Asset Register	30/06/2015	XERO
4.	Asset Register	30/06/2016	
5.	Fully reconciled balance sheet	30/06/2016	XERO
6.	Profit & Loss – cash basis	01/07/15- 30/06/16	XERO
7.	Profit & Loss – accrual basis	01/07/15- 30/06/16	XERO
8.	GST/BAS Report – Q1	01/07/15- 30/09/15	XERO
9.	GST/BAS Report – Q2	01/10/15- 31/12/15	XERO
10.	GST/BAS Report – Q3	01/01/16- 31/03/16	XERO
11.	GST/BAS Report – Q4	01/04/16- 30/06/16	XERO
12.	Purchase documents for new assets	01/07/15- 30/06/16	
13.	Asset disposals	01/07/15- 30/06/16	
14.	Finance documents of new loans/borrowings	01/07/15- 30/06/16	
15.	Finance documents of existing loans/borrowings	01/07/15	
16.	Motor Vehicle Odometer Readings	31/03/15 & 31/03/16	
17.	PAYG Payment summaries (with respective reconciliations)	01/07/15- 30/06/16	XERO
18.	PAYG Payment summary statement	01/07/15- 30/06/16	XERO
19.	Taxable Payments Report (If you operate in the building and construction industry)		XERO
20.	Wages reconciliation between P & L, payment summaries and Activity Statements	01/07/15- 30/06/16	
21.	Super Guarantee Accrued	01/07/15- 30/06/2016	
22.	Super Guarantee Paid	01/07/2015 – 30/06/2016	
23.	Super Guarantee not paid on time	01/07/2015 – 30/06/2016	
24.	Super Guarantee Charge statement (only if super paid late)	01/07/2015 – 30/06/2016	
25.	Bank account statements for all business accounts (including credit cards, loans and lines of credit)	01/07/2015 – 30/06/2016	
26.	Accounting Adjustments	01/07/2015 – 30/06/2016	
27.	Any other applicable documents/information	01/07/2015 – 30/06/2016	
	Copy of your Accounting Package file	01/07/2015 – 30/06/2016	XERO

Once all of the above is ready, please call us on 0433 877 007 to make an appointment with Peter or send it to our office by Dropbox, courier or registered post:

Dropbox	Courier	Registered
accountants@petersobczuk.com.au	Shop 8, 133 Redcliffe Parade REDCLIFFE QLD 4020	PO Box 801 REDCLIFFE QLD 4020

0433 877 007 | accountants@petersobczuk.com.au | www.petersobczuk.com.au

Shop 8, Comino's Arcade, 133 Redcliffe Parade, REDCLIFFE QLD 4020

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