

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

## 2020 COMPANY ANNUAL ACCOUNTS

01/07/2019 – 30/06/2020

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

	Report	Period	Notes/Description
1.	Trial Balance	30/06/2019	
2.	Trial Balance	30/06/2020	
3.	Asset Register	30/06/2019	
4.	Asset Register	30/06/2020	
5.	Fully reconciled balance sheet	30/06/2020	
6.	Profit & Loss – cash basis	01/07/2019 – 30/06/2020	
7.	Profit & Loss – accrual basis	01/07/2019 – 30/06/2020	
8.	GST/BAS Report – 2019 Q1	01/07/2019 – 30/09/2020	
9.	GST/BAS Report – 2019 Q2	01/10/2019 – 31/12/2020	
10.	GST/BAS Report – 2019 Q3	01/01/2020 – 31/03/2020	
11.	GST/BAS Report – 2019 Q4	01/04/2020 – 30/06/2020	
12.	Purchase documents for new assets	01/07/2019 – 30/06/2020	
13.	Asset disposals	01/07/2019 – 30/06/2020	
14.	Finance documents of new loans/borrowings	01/07/2019 – 30/06/2020	
15.	Finance documents of existing loans/borrowings	01/07/2019	
16.	Motor Vehicle Odometer Readings	31/03/2019 & 31/03/2020	
17.	PAYG Payment summaries (with respective reconciliations)	01/07/2019 – 30/06/2020	
18.	PAYG Payment summary statement	01/07/2019 – 30/06/2020	
19.	Taxable Payments Report (If you operate in the building and construction industry)		
20.	Wages reconciliation between P & L, payment summaries and Activity Statements	01/07/2019 – 30/06/2020	
21.	Written confirmation of employee leave balances	01/07/2019 – 30/06/2020	
22.	Super Guarantee Accrued	01/07/2019 – 30/06/2020	
23.	Super Guarantee Paid	01/07/2019 – 30/06/2020	
24.	Super Guarantee not paid on time	01/07/2019 – 30/06/2020	
25.	Super Guarantee Charge statement (only if super paid late)	01/07/2019 – 30/06/2020	
26.	Bank account statements for all business accounts (including credit cards, loans and lines of credit)	01/07/2019 – 30/06/2020	
27.	Accounting Adjustments	01/07/2019 – 30/06/2020	
28.	Any other applicable documents/information	01/07/2019 – 30/06/2020	
29.	Copy of your Accounting Package file	01/07/2019 – 30/06/2020	

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/Google Drive/Onedrive	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**