



6 Hoddle Street, Yarra Junction VIC 3797
PO Box 388, Yarra Junction VIC 3797

T: (03) 5967 1312
E: accountant@dalcorpas.com.au
W: www.dalcorpas.com.au

ABN 28 970 013 874

Annual Information Request Checklist
Business Financial Statements & Income Tax Returns
For the Period 1 July 2019 to 30 June 2020

In order for us to complete the Financial Statements and Income Tax Return for the year ended 30 June 2020, please find enclosed our Annual Information Request Checklist.

Action Required:

- 1. Provide all the requested documents as outlined on the checklist.**
- 2. Sign, date and return the completed checklist to Dalcrop Accounting Service, together with the requested documents as soon as possible.**

If you should have any queries, please do not hesitate to contact me.

Regards,

Dale Feim FIPA

Director

Dalcorp Accounting Service

Annual Information Request Checklist

Preparation of 2020 Financial Statements & Income Tax Return

Business Financial Information required
ELECTRONIC record keeping
Electronic access to your cloud file – please ensure we are added as your advisor MYOB / XERO / QB Online / CashFlow Manager
Electronic Excel Spreadsheet
Additional items required for PAPER record keeping only
Profit & Loss (Accrual) 01/07/19 – 30/06/20
Balance Sheet as at 30/06/19
Balance Sheet as at 30/06/20
Excel Spreadsheet
Bank Reconciliation completed to 30/06/20
Trade Debtors Listing, reconciled to 30/06/20
Trade Creditors Listing, reconciled to 30/06/20
GST Cash (Summary & Detail) Report (01/07/19 – 30/06/20)
GST Accrual (Summary & Detail) Report (01/07/19 – 30/06/20)
All other documents required
Business Activity Statements and IAS (Jul 19 – Jun 20)
Bank Statements 01/06/20 – 30/06/20 (provided bank is reconciled)
Business Loan Statements and Credit Cards Statement (Jul 19 – Jun 20)
Stocktake Figure as at 30/06/20 (on business letterhead/email)
Details of New Assets Purchased (e.g. laptops / large tools / vehicles)
Employees Payment Summaries and Annual PAYG Reconciliation
Indication of any personal use of phones / internet / motor vehicles
Finance documents / Chattel Mortgages for any new assets purchased
2020 Annual WorkCover Rateable Remuneration Form
2020 Annual Payroll Tax Reconciliation (if applicable)

If you have questions about any of the checklist items listed please just ask, we are more than happy to help!