



Information Require for End of Financial Year Reporting

Below is a list of the information we will require to prepare your end of financial year reports.

*For the 2011 year, all information should be for the period **1 July 2010 to 30 June 2011.***

- Reconciled file from your accounting software or a spreadsheet containing details of income and expenses
- List of debtors (people who owe you) and creditors (people you owe) at 30 June
- Bank statement showing the balance at 30 June
- Loan statements for the full year
- Stock on hand at 30 June
- Documents relating to the finance of assets purchased during the year
- Log books for motor vehicles claimed in the business
- Details of superannuation paid for yourself and employees
- Copies of PAYG Payment Summaries issued to staff
- Copies of Activity Statements lodged, if not prepared by us
- Last year's financial statements and tax returns (if you are a new client)

Not all of this list will be relevant to you, so please bring as much as you can. We will discuss any additional information requirements with you at the time of starting your work.

Contact Sapphire Accounting & Taxation today to discuss the above and how we can assist you to minimise the stress of the end of financial year.