

## BOOKKEEPING CHECKLIST

The following should be made available for your bookkeeper:

- have a tray set aside for all accounting paperwork and records
- Provide a ring binder for each business bank account for storing bank reconciliations and supporting documentation
- Where a trust account is held, ring binders or files should be provided for reports and supporting documentation in preparation for the annual audit
- Bank statements for all business accounts (including trust accounts)
- Any cancelled cheques
- Invoices (both paid and unpaid)
- All invoices you billed to your clients (if not generated in your accounting system automatically)
- Cheque butts and any manual receipt books
- Deposit slips or books
- Copy of credit card statements and corresponding invoices / receipts for reconciliation
- Cabcharge receipts or vouchers for purposes of reconciliation and payment
- Any ATO correspondence or documentation including BAS and IAS papers
- Loan statements
- Payroll reports (including super instalment statements) and any new employee information documentation
- Any new agreements entered into (hire purchase agreements; lease or rental agreements (eg. photocopiers, computers, franking machine, etc))