


Ultimate Accounts Checklist

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Below is a business checklist of items that may assist you in collating your documents in order for us to process your financial statements and income tax returns.

Once completed, you may email the completed copy and accompanying documents to us at office@ultimate-tax.com.au or print out and mail the documents to us

Business address:

Postal address:

BANK ACCOUNTS

For each bank account please provide:

Bank Statements @ 30/6/25 (including any term deposits/bank guarantees, credit cards)

*Please ensure bank reconciliation items have been completed and bank reconciliation reports are balanced. Alternatively, you can contact us for assistance with this.

BAS

June 2025 BAS is lodged

*Please ensure June BAS is lodged prior to us completing end of year. If BAS is lodged by us, please disregard as we will complete this as required.

STP FINALISATION

STP Finalisation for employees is lodged

*Please ensure STP Finalisation for employees is lodged prior to us completing end of year. If STP Finalisation is lodged by us, please disregard as we will complete this as required.

FLOAT/PETTY CASH

Please advise how much cash was held in the Till/Float at 30/6/25

\$

Please advise how much Petty Cash was held at 30/6/25

\$

TRADE DEBTORS

Please confirm if any bad debts to be written off at 30/6/25

Invoice No.	Date of Inv.	Name of Customer	Amount \$

STOCK ON HAND

Stock on hand at 30/6/25

*Please send through any stocktake reports showing balance from your inventory software (if applicable)

THIRD PARTY SOFTWARE

Provide access to any third party software such as Point of Sale (POS), CRM, Practice Management software (Square, Vend, Kounta, Cliniko, Easycars, etc)

If unable to provide access, download reports to excel and provide a copy

- Total Sales from 01/07/24-30/6/25 including GST breakdown
- Total Purchases from 01/07/24-30/06/25 including GST breakdown
- Gift vouchers balance 30/06/25

BANK LOANS/THIRD PARTY LENDERS

For each bank loan please provide:

Loan Statement @ 30/6/25 (including any line of credit, margin loans)

HIRE PURCHASE/ CHATTEL MORTGAGE

Did you purchase a new car or other equipment and had the purchase funded by a Hire Purchase arrangement or a Chattel Mortgage?

If yes, please provide a copy of the finance agreement

If yes, please provide a copy of the purchase invoice

If yes, please provide a copy your motor vehicle logbook for business use/personal use split (if applicable)



LOGBOOK TEMPLATE

MOTOR VEHICLES

Please list all your motor vehicles below:

Make & Model	Rego Number	Name of driver(s)	Odometer readings		Logbook provided
			30/06/2024	30/06/2025	

*Please note a logbook is valid for five years, however you should start a new logbook before then if the business usage has changed by 10% or more.

ASSETS

Please review the Fixed Asset Register/Depreciation Schedule and confirm all assets are still held. If any have been disposed/sold please advise date and amount sold for. Please also send through any sale contracts, finance payout documents, transfer papers, receipts, etc (if applicable)

Asset Name	Date Sold (or scrapped)	Amount Sold For \$	Any further details/notes provided

PRIVATE EXPENSES

Do you have any business expenses that you paid for from personal funds (which are not already claimed in your accounting software)?

	Total Amount \$	Details for business use justification	Private Use %
Electricity (home office)			
Telephone			
Internet			
Other			

*Please send completed home office diary for each owner showing hours worked from home office for the year.



HOME OFFICE
DIARY TEMPLATE

Liability limited by a scheme approved under Professional Standards Legislation.

All content, information and materials (including oral and written) delivered, broadcast, performed or disseminated at any seminars, conferences, webinars, and other public events hosted by Ultimate SK Pty Ltd trading as Ultimate Tax & Advisory (Ultimate Tax & Advisory) are of a general commentary nature only. Such content, information and materials do not constitute personal or general financial or taxation advice and should not be relied upon by the viewer for any such purposes. Ultimate Tax & Advisory does not warrant or represent that any content, information and materials is suitable for any specified purpose or for any specified individual and specifically disclaims all liability in respect of any reliance placed on any such content, information and materials by any third parties.