


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 @ 30/06/2026 (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 2026 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 30/06/2026 \$

Please advise how much Petty Cash was held at 30/06/2026 \$

TRADE DEBTORS

Please confirm if any bad debts to be written off at 30/06/2026

*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

Did you have any private use for the following expenses (not already claimed via 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.

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