

## GOLDPATS

### RECORDS REQUIRED FROM BUSINESS CLIENTS FOR YEAR-END TAX/ACCOUNTING WORK (CLIENT MAINTAINED LEDGER) (Where applicable)

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1. (a) Computer disk (with appropriate software details, file names and any passwords)  
(b) Manual cashbooks/ledger clearly named.
2. Debtors list (confirmation)
3. Creditors list (confirmation)
4. PAYGW records – payments summaries & statement
5. Workcover certification
6. BAS returns
7. Bank Statement(s) at 30/6
8. Bank Reconciliation
9. Stocktake
10. Work in Progress list (if applicable)
11. Contracts for purchase of equipment (HP/lease)
12. Contracts for purchase of land/properties/shares
13. Contracts for sale of land/properties/shares
14. Interest/Dividend Statements
15. Superannuation Fund Payment details.
16. Insurance Details –  
Insurance Company  
Policy No.  
Type of cover

**NOTE: If you have had any changes to your contact details please provide us with the changes to enable us to update our data base.**