

## Business Year End Checklist - 2018

### Business Details

Legal Entity Name	
Trading Name	
Contact Name	
Postal Address	
Business Address (if different to postal)	
Phone	
Mobile	
Email Address	

### Instructions

The following checklist is a **guide** to ensure that we address all aspects of your financial affairs relating to your business year-end for 2018.

Please:

1. Tick the boxes as they apply to you.
2. Attach the supporting documents requested under each question.
3. Sign the terms of engagement on page 2.
4. Send the completed checklist and supporting documents to us.
5. If you are unsure of an answer, please indicate this with a “?” and we will contact you to discuss.

Catalyst Financial Pty Ltd - *Strategic Accountants*

**T** +61 2 8064 5362      **F** +61 2 8064 5364

Suite 5.01, 655 Pacific Highway, St Leonards NSW 2065      PO Box 333, St Leonards NSW 1590

[www.catalystfin.com.au](http://www.catalystfin.com.au)

*Liability limited by a scheme approved under Professional Standards Legislation*

## TERMS OF ENGAGEMENT

### OUR SERVICE

We will prepare and lodge your financial statements and income tax return based on the information you provide to us. Our compilation includes preparing various reconciliations and working papers to ensure that the financial statements reasonably reflect the financial performance and position of your business.

### SCOPE

Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that may come to our attention.

This engagement will be conducted in accordance with the relevant standards and ethical requirements of Chartered Accountants Australia and New Zealand.

Our services will be carried out for the proprietors/partners/directors/trustees of the entity. We disclaim any assumption of responsibility for any reliance on the financial statements and income tax return to any person other than the proprietors/partners/directors/trustees, and for any purpose other than for which it was prepared.

### RELATIVE RESPONSIBILITIES

The conduct of this engagement in accordance with the standards and ethical requirements of Chartered Accountants Australia and New Zealand means that information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your express consent.

Our files may, however, be subject to review as part of the quality control review program of Chartered Accountants Australia and New Zealand which monitors compliance with professional standards by its members. We advise you that by signing this letter you acknowledge that, if requested, our files relating to this engagement will be made available under this program. Should this occur, we will advise you.

### OUR FEES

Our fees are based on the following hourly rates exclusive of GST:

Director	\$350/hr
Manager	\$250/hr
Senior Accountant	\$180/hr
Intermediate Accountant	\$150/hr
Graduate Accountant	\$120/hr
Administrator	\$80/hr

Our fees are payable within 14 days of the invoice date.

All signatories below agree to personally guarantee our fees.

### SIGNATURE (to be signed by all proprietors/partners/directors/trustees)

We agree to the terms of engagement above.

Sign: \_\_\_\_\_ Sign: \_\_\_\_\_ Sign: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

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Information Required	Y	N	Comments
<p><b>Accounting Data</b></p> <p>1.1 Please provide your MYOB data file or access to your cloud based accounting systems.</p>			
<p><b>Bank accounts</b></p> <p>2.1 Please provide a copy of the last statement for each business bank account, which shows the 30 June 2018 bank balance.</p>			
<p><b>Credit cards</b></p> <p>3.1 Do you have a credit card for business expenses in the name of the business?</p> <p>3.2 If the card is in the name of the business, please provide a copy of the last statement showing the 30 June 2018 balance.</p>			
<p><b>Expenses</b></p> <p>4.1 Are there any private expenses in your accounting data file?</p> <p>4.2 Please list all private expenses and the percentage that is for non-business purposes.</p> <p>4.3 Do you have a motor vehicle log book for each motor vehicle prepared within the last 5 years?</p> <p>4.4 What is the log book business percentage for each motor vehicle?</p>			
<p><b>Hire Purchases / Leases</b></p> <p>5.1 Please provide copies of all new finance agreements taken out during the year ended 30 June 2018.</p>			

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