**End of financial year review checklist   
Client:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Balances** | | **Notes** |
|  | Statement / Report Balance | QuickBooks Balance |  |
| **RECONCILE ACCOUNTS** |  |  |  |
| Cheque A/C 1 |  |  | Add bank statements in Prep for taxes |
| Cheque A/C 2 |  |  |  |
| Loan accounts |  |  |  |
| Clearing Accounts |  |  |  |
| Petty Cash |  |  |  |
|  |  |  |  |
| **BALANCE SHEET** |  |  |  |
| Accounts Receivables |  |  |  |
| Accounts Payables |  |  |  |
| Write Off Bad Debts |  |  | Check with client pre- June 30 |
| Foreign Currency |  |  |  |
| Advanced Deposits |  |  |  |
|  |  |  |  |
| **SUPERANNUATION & PAYG** |  |  |  |
| Reconcile unpaid Super to Balance Sheet |  |  | Move to new A/C “Super 2019-2020”  any outstanding super to be paid |
| Reconcile PAYG to Balance Sheet |  |  |  |
|  |  |  |  |
| **INTERLOAN &  INTER–COMPANY LOANS** |  |  |  |
| Directors Loans |  |  |  |
| Inter-Company loans |  |  | Check reporting with other company loan  QBO file – amounts balance |
|  |  |  |  |
| **RECONICLE INVENTORY** |  |  |  |
| Stocktake |  |  |  |
| Write off Obsolete Stock |  |  | Process adjustment in QBO inventory |
|  |  |  |  |
| **GST CONTROL ACCOUNTS** |  |  |  |
| Cash GST method to BAL |  |  |  |
| Accrual GST method to BAL |  |  |  |
|  |  |  |  |
| **ASSETS PURCHASED** |  |  |  |
| Review all Assets purchased |  |  | Check invoices & loan docs in tranx |
|  |  |  |  |
| **REPORTS** |  |  |  |
| **EOY ACCOUNTANT MOVEMENT JOURNAL** |  |  |  |
|  |  |  |  |
|  |  |  |  |