

Midgley Partners In House Accounting Systems - Checklist

ANNUAL FINANCIAL STATEMENT PREPARATION 2017

Client Name: _____

Tax Year End: 31 March 2017

√ Done

1) Have you posted last year's adjusting journals?	
2) Monthly Trial Balance print out (only if there was an error during the year)	
3) RWT Certificates for Interest Received	
4) Details of fixed asset changes (copies of invoices for purchases and sales)	
5) GST reconciliation at 31 March and copy of March GST Return.	
6) Reconciliation of all bank accounts and copies of last bank statement at Balance Date, showing a balance that agrees with reconciliation.	
7) Analysis of balance Sheet items such as: - Payroll Clearing A/C - RWT Clearing A/C - Accrued Expenses	
8) ACC Residual Claims Levy Statement	
9) Holiday pay due to be paid within 60 days of Balance Date.	
10) Summary print out of <i>Accounts Payable Ledger</i> showing that total agrees with General Ledger.	
11) Summary print out of <i>Accounts Receivable Ledger</i> showing that total agrees with General ledger.	
12) RWT on interest reconciliation statement at Balance Date.	
13) Legal Expenses listing showing what the payments were for (if fees were greater than \$10K).	
14) Details of any large or significant Repairs and Maintenance payments (copies of Invoices)	
15) Please then lock off your accounting system to ensure no further transactions are able to be posted to the completed year [Most Important]	

Note: Some items on the List also appear on the Business Information Checklist.

When completed please send with attachments to Midgley Partners via: -
 Post: PO Box 3714, Christchurch 8140
 Email: office@midgleys.co.nz
 Fax: 03 365 7333

Midgley Partners
March 2017