

# TOP TEN TIPS FOR MAKING THAT

## YEAR END STUFF LESS PAINFUL

- Complete your client questionnaires as fully as possible. We know they can be a bit daunting but they do contain important information we need when completing your financial statements and tax returns.
- Use our client folder indices and file your records in a consistent order in the correct sections. If you don't have any, please give us a call.
- Talk to us if you need or are expecting your accounts within a particular timeframe. We prioritise our work as best we can but if you need something extra we will do our best to accommodate you.
- Ensure you provide us with **all** the essential paperwork eg. ensure bank statements and loan statements cover the entire year.
- If you borrowed money, purchased property or assets over \$500, provide the invoices and any supporting documentation (eg. S&P agreements, finance agreements, payment schedules and any legal statements).
- If you use a computerised accounting package make sure your bank has been reconciled at balance date (not 2 days later!), you have printed out a copy and it agrees with the bank statement. If you use payables and receivables modules ensure they are in balance with the general ledger. If you have a balance in suspense, print it out and describe what they are.
- Attach your workings to your GST returns.
- Review your asset schedule provided with your client questionnaire and tell us if you have sold or discarded any assets and if so details of the disposal (eg. date, who to and how much).
- Respond promptly to our queries. A major cause of delays and time spent on a job are due to the pick up/put down syndrome where we have to reacquaint ourselves with the job.
- Sign and return your financials and tax returns as soon as possible.

