

## **Reviewing your accounts and reports at year end**

The following accounts and reports should be provided at the end of the tax period/financial year:

1. bank reconciliation as at 30<sup>th</sup> June ,together with bank statement on 30<sup>th</sup> June
2. receivables reconciliation summary report
3. payables reconciliation summary report
4. payroll activity ( summary ) , together with year end report sent to tax office for wages reconciliation
5. vendors payment ( summary )- **subcontractors**
6. profit & loss statement with codes, standard balance sheet with codes
7. general ledger ( detail ) report –full year
8. general journal posted –full year

## **Other reports**

9. Petty cash records- summary for full year
10. Stock take & work in progress 30<sup>th</sup> June

## **Reviewing your BAS related reports at year end**

1. GST ( summary- accrual/cash ) report – full year
2. GST detail report for – N.T , FRE , CAP,GST – full year
3. BAS report sent to tax office for Sep, Dec , march, June quarter