**Client Engagement - Accounting Job Sheet and Checklist**

|  |
| --- |
| Client: |
| Prepared by: |
| Pre-review completed by: Date Completed: / / |
| Final review completed by: Date Completed: / / |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Pre-Review** | **Final Review** |
|  | Has the preparer ticked and signed off the Job Sheet? |  |  |
|  | Has the Balance Sheet and Profit & Loss been cross-referenced to the work papers? |  |  |
|  | Does each Balance Sheet item have an appropriate work paper? |  |  |
|  | Have all work papers been checked for accuracy and completeness? |  |  |
|  | Has the preparer considered all FBT issues? |  |  |
|  | Are the financial statements consistent with any FBT return lodged or year-end journal entry entered? |  |  |
|  | Have you signed all work papers? |  |  |
|  | Have all queries been answered? |  |  |
|  | Has the Query Sheet been placed at the back of the work papers? |  |  |
|  | Have you signed and dated the Job Sheet? |  |  |

**Accounting Job Sheet for the Financial Year Ended / /**

|  |  |
| --- | --- |
| Client: | Date: |
| Received by: | Billing client code: |
| Job manager: | Prepared by: |
| Job description: | Budget: |
| Client software type: | Version: |
| Password: | Location & Name of data file: |

**Tax Status (Please Highlight Applicable Box)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Registered For GST | Not Registered for GST |  | GST - Cash Basis | GST - Accruals Basis |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PSI | PSB |  | SBE | NON-SBE |  | Non Commercial Loss Rules Applicable | Non Commercial Loss Rules  Not Applicable |

|  |
| --- |
| **Due Dates: (Tax Return / Client Specific etc.)** |

**Job Notes**

|  |
| --- |
|  |
|  |
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|  |

|  |
| --- |
| **Client Database Addresses and Contact Numbers – Checked and Updated?**  Signature: Date: |

|  |
| --- |
| **Pre Review Checklist completed**  Signature Date |

**Notes for next year:**

|  |
| --- |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
|  | Signed off by Reviewer: |

**Pre-Review Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Client Turnover $ ………………….. |  | Have HP/Lease details been filed in permanent section? |  |  |
| **GST** | Annual GST return required? |  | Has database been checked for correct addresses? |  |  |
|  | Client advised of GST adjustments? |  | Are front cover details correct? Including business address? |  | **TAX** |
| **PSI** | Did the client receive any PSI Income? |  | Where applicable, have PAYG instalments been checked & taken up? |  |  |
|  | Do PSI rules apply?  Is the client a PSB? |  | **Work papers filed in review order:** |  | **W FILE** |
| **SBE** | Is the client eligible for SBE concessions? Did they enter? |  | Job Sheet/Pre-Review Checklist |  |  |
| **NCL** | Do non commercial loss rules apply?  (e.g. to sole trader or partnership) |  | PSB Assessment Checklist |  |  |
| **FBT** | Do accounting records indicate that fringe benefits have been provided? |  | Balance Sheet |  |  |
|  | Has last year’s FBT return been prepared? |  | Profit & Loss |  |  |
|  | Are the financials statement and income tax return consistent with last year’s FBT return? |  | Equity accounts (for beneficiaries, partners or sole traders where applicable |  |  |
| **PAYROLL**  **TAX / workcover** | Is the client liable for Payroll Tax or WorkCover? |  | Trial Balance |  |  |
| COMPANIES | Check Directors on financial statements agree with ASIC records |  | Tax Reconciliation |  |  |
|  | Do the financial statements show the correct office holders & signatories? |  | Franking Account |  |  |
|  | If entity is a company, is the issued capital on the Balance Sheet correct at year end?  (Check against ASIC statutory records)? |  | Payments to Associates |  |  |
|  | If necessary, have any necessary ATO dividend/interest statements been prepared? |  | Obtain copy of ASIC Company Statement |  |  |
|  | Have any client dividend notices and minutes/resolutions been prepared? |  | Supporting workpapers for Balance Sheet items – in order that they appear on the Balance Sheet – including Equity Accounts |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GENERAL** | Review previous year’s work papers and income tax returns – especially the tax reconciliation and any carried forward losses |  | Supporting work papers for Profit & Loss items – in order that they appear on the Profit & Loss Statement |  |  |
|  | Review previous year’s “Notes for Next Year”. Any action to be taken? |  | Query sheets and responses to queries |  |  |
|  | Has the depreciation schedule been reviewed by client and disposals recorded? Do the depreciation balances agree with those in the Profit & Loss and Balance Sheet? |  | Other information provided by client (not dealt with above) |  |  |
|  | Have any matters for next year been noted on job sheet? |  | Interview Notes |  |  |

**Accounting Job and Work Paper Checklist**

**For The Financial Year Ended / /**

# Current Assets

## Bank Reconciliation

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |

|  |  |  |  |
| --- | --- | --- | --- |
| * File a copy of the bank reconciliation with a copy of the bank statement behind it |  |  |  |
| * Check the outstanding deposits and cheques to ensure that they are correct – follow up any old ones with the client to see if they should be cancelled or deleted |  |  |  |
| * Note – if overdraft, move work papers to Liabilities section |  |  |  |

## Cash on Hand

|  |  |  |  |
| --- | --- | --- | --- |
| * Explain any changes |  |  |  |

## Petty Cash/Till Float

|  |  |  |  |
| --- | --- | --- | --- |
| * Confirm balance |  |  |  |

## Deposits and Cash Management Accounts

|  |  |  |  |
| --- | --- | --- | --- |
| * File a copy of the bank reconciliation with a copy of the bank statement behind it |  |  |  |
| * Make sure all interest and TFN withholding credits are recorded correctly |  |  |  |

## Debtors

|  |  |  |  |
| --- | --- | --- | --- |
| * File a copy of the debtors list and ensure that the total amount agrees to the general ledger balance |  |  |  |
| * Amounts to be shown GST-inclusive (where applicable) |  |  |  |
| * Confirm with client that the year-end debtors are still receivable |  |  |  |
| * NB. - If the client is in SBE, the debtors are not assessable this year if accounting on a cash basis. If accounting on an accruals basis, the debtors are assessable this year |  |  |  |

## Prepayments

|  |  |  |  |
| --- | --- | --- | --- |
| * If the client is a SBE, prepayments can only be claimed if less than 12 months worth and finished before next year end |  |  |  |
| * If the client is not a SBE, prepayments of $1,000+ must be taken to the Balance Sheet (except for WorkCover and wages) |  |  |  |
| * Full calculations to be shown on work paper and a copy of invoice(s) placed behind the work paper |  |  |  |

## Stock

|  |  |  |  |
| --- | --- | --- | --- |
| * File a copy of the client advice of stock-take figure |  |  |  |
| * Amounts to be shown GST-exclusive |  |  |  |

# Non-Current Assets

## Fixed Assets

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |

|  |  |  |  |
| --- | --- | --- | --- |
| * If the client is a SBE, have the Low Cost Asset account, General Asset Pool @ WDV and Long Life Asset Pool @ WDV with 3 matching/reconciled depreciation schedules been put on file? |  |  |  |
| * If the client is not a SBE, make sure all asset purchases have been capitalised with matching/reconciled depreciation schedules |  |  |  |
| * Make sure asset description on depreciation schedule makes the asset specifically identifiable e.g. not just ‘Office Equipment’ |  |  |  |
| * Make sure client has reviewed last year’s depreciation schedule to identify scrapped assets, otherwise review with client |  |  |  |

## Debit Loans

|  |  |  |  |
| --- | --- | --- | --- |
| * Show all loan account movements on work paper |  |  |  |
| * Detail interest calculations including Div 7A and FBT considerations |  |  |  |
| * If there is an inter-entity loan account, put a copy of the other entity’s accounts on file to prove they match |  |  |  |

## Borrowing Costs

|  |  |  |  |
| --- | --- | --- | --- |
| * Show full details of expenditure incurred and write-off schedule |  |  |  |

## Intangibles

|  |  |  |  |
| --- | --- | --- | --- |
| * Show full details |  |  |  |

# Current Liabilities

## Bank Overdraft

|  |  |  |  |
| --- | --- | --- | --- |
| * File a copy of the bank reconciliation with a copy of the bank statement behind it |  |  |  |

## Creditors

|  |  |  |  |
| --- | --- | --- | --- |
| * File a copy of the creditors list and ensure that the total amount agrees with the general ledger balance |  |  |  |
| * Consider showing the June quarter FBT instalment and PAYG instalment |  |  |  |
| * Show PAYG Withholding payable and Superannuation payable as separate items (refer below) |  |  |  |
| * Amounts to be shown GST-inclusive (where applicable) |  |  |  |
| * Confirm the client that year-end creditors are still outstanding |  |  |  |
| * NB. - If the client is in SBE, the creditors are not deductible this year if accounting on a cash basis. If accounting on an accruals basis, the creditors are deductible this year |  |  |  |

## Accruals

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |

|  |  |  |  |
| --- | --- | --- | --- |
| * If the client is not a SBE, accruals can be brought to account for wages, electricity, telephone etc. (but remember they will not be tax deductible) |  |  |  |
| * Full calculations are to be shown on work papers and file a copy of the invoice where available |  |  |  |

## GST Collected and Paid

|  |  |  |  |
| --- | --- | --- | --- |
| * Use the worksheets and attach copies of MYOB/XERO/QB/GL reports and 4/12 x quarterly/monthly BAS statements |  |  |  |

## PAYG/W Payable

|  |  |  |  |
| --- | --- | --- | --- |
| * Show the total PAYG Withholding payable for the whole year |  |  |  |
| * Confirm that this amount matches the Annual Payment Summary |  |  |  |
| * Deduct the amounts paid on the BAS’s during the year to leave the balance owing at 30/6 |  |  |  |
| * Put a copy of the June quarter BAS behind the work paper to confirm the balance outstanding |  |  |  |

## Superannuation Payable

|  |  |  |  |
| --- | --- | --- | --- |
| * Compulsory work paper to document whether or not all superannuation payments have been made during the year |  |  |  |
| * If there is a balance outstanding at 30/6, confirm that it was paid before 28 July |  |  |  |
| * Show balance outstanding at 30/6 including break up of per person and the period that it relates to |  |  |  |
| * Remember to add back the outstanding super payable on Tax Reconciliation Worksheet (and claim last year’s outstanding balance if paid during the year by the due date) |  |  |  |

## Income Received in Advance

|  |  |  |  |
| --- | --- | --- | --- |
| * Full details to be provided/copy of invoice |  |  |  |
| * If the client is a SBE, remember that this amount must still be declared for tax purposes |  |  |  |

## Director/Beneficiary Loans

|  |  |  |  |
| --- | --- | --- | --- |
| * Full details of drawings and repayments to be detailed |  |  |  |

## Provision for Company Income Tax

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |

|  |  |  |  |
| --- | --- | --- | --- |
| * Use standard worksheet |  |  |  |
| * Confirm payment of company income tax with ATO Portal |  |  |  |
| * Make sure the company income tax expense matches the Tax Reconciliation worksheet |  |  |  |

## Provision for Employee Entitlements

|  |  |  |  |
| --- | --- | --- | --- |
| * Confirm with client if annual leave or long service leave needs to be accrued for any employees |  |  |  |

**Non-Current Liabilities**

## HP’s and Capitalised Leases

|  |  |  |  |
| --- | --- | --- | --- |
| * File copy of HP/lease schedules |  |  |  |
| * NB. Current portion to be shown in Current Liabilities |  |  |  |

## Bank Loans

|  |  |  |  |
| --- | --- | --- | --- |
| * File copy of bank statements or repayment schedule |  |  |  |
| * NB. Current portion to be shown in Current Liabilities |  |  |  |

# Equity

## Issued Capital

|  |  |  |  |
| --- | --- | --- | --- |
| * Confirm shareholders and their respective quantities of shares @ 30/6 |  |  |  |

## Proprietor Accounts

|  |  |  |  |
| --- | --- | --- | --- |
| * Show full details of capital introduced and drawings |  |  |  |

## Reserves

|  |  |  |  |
| --- | --- | --- | --- |
| * Show full details of when the reserve was created and what it relates to |  |  |  |

## Dividends Paid

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |

|  |  |  |  |
| --- | --- | --- | --- |
| * Show full details including copies of Dividend Payment Advice’s and Statement to ATO |  |  |  |

# P & L Items

## Income

|  |  |  |  |
| --- | --- | --- | --- |
| * Work paper to show this year vs last year and explain any differences if necessary |  |  |  |
| * For PSI companies, need to show % per client and conclude if PSI/PSB/neither apply |  |  |  |

## Employee Contributions

|  |  |  |  |
| --- | --- | --- | --- |
| * Put copy of information from FBT file on work paper file |  |  |  |

## Other Income

|  |  |  |  |
| --- | --- | --- | --- |
| * Full details to be provided |  |  |  |

## Accounting Fees

|  |  |  |  |
| --- | --- | --- | --- |
| * Show date, services provided and net $’s per invoice and check for 30/6 creditor |  |  |  |

## Entertainment

|  |  |  |  |
| --- | --- | --- | --- |
| * Reconcile with FBT & GST to ensure consistency with FBT return |  |  |  |

## FBT

|  |  |  |  |
| --- | --- | --- | --- |
| * Show payments made and ensure consistency with FBT return |  |  |  |
| * Accrue June quarter instalment |  |  |  |

## Fines & Penalties

|  |  |  |  |
| --- | --- | --- | --- |
| * Show full details including tax deductibility details |  |  |  |

## Home Office Expenses

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |

|  |  |  |  |
| --- | --- | --- | --- |
| * There should be a preference for claiming these in the employee’s personal income tax return to avoid FBT issues e.g. completion of declarations, etc. |  |  |  |
| * If claiming in a business return, show full details of expenses incurred and business use % calculation and do all FBT declarations |  |  |  |

## Insurance

|  |  |  |  |
| --- | --- | --- | --- |
| * Public liability & business insurance |  |  |  |
| * Workers compensation insurance |  |  |  |
| * Income protection (which is subject to GST) |  |  |  |
| * Other (list) |  |  |  |

## Interest

|  |  |  |  |
| --- | --- | --- | --- |
| * Show interest paid for each loan/HP etc. separately |  |  |  |
| * Confirm 12 payments etc. |  |  |  |
| * If paid to associated parties, prepare Dividend and Interest Schedule in tax return |  |  |  |

## Leases

|  |  |  |  |
| --- | --- | --- | --- |
| * Provide details as to what is being leased |  |  |  |
| * Confirm 12 payments etc. |  |  |  |
| * Confirm with manager/partner if the leases need to be capitalised |  |  |  |
| * Note any residuals payable within the next 12 months |  |  |  |

## Minor Equipment

|  |  |  |  |
| --- | --- | --- | --- |
| * Should not be used anymore |  |  |  |
| * SBE = Low cost assets account on Balance Sheet with 100% depreciation |  |  |  |
| * Non-SBE = Low value asset pool and depreciated except if under $100 ex-GST |  |  |  |

## Motor Vehicle Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| * Show each motor vehicle separately |  |  |  |
| * Confirm FBT issues or private-use % details |  |  |  |
| * Check age of log-books |  |  |  |

## Repairs & Maintenance

|  |  |  |  |
| --- | --- | --- | --- |
| * Provide full details |  |  |  |
| * Ensure no ‘additions, improvements or upgrades’ are included that need to be capitalised |  |  |  |

## Subscriptions

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |

|  |  |  |  |
| --- | --- | --- | --- |
| * Provide full details including time period |  |  |  |
| * Confirm prepayment issues/tax deductibility |  |  |  |

## Superannuation

|  |  |  |  |
| --- | --- | --- | --- |
| * Provide sufficient information to verify that at least 9.5% has been paid/accrued for each employee |  |  |  |
| * Cross reference to Superannuation Payable work papers |  |  |  |

## Telephone

|  |  |  |  |
| --- | --- | --- | --- |
| * If possible, try to separate office vs. mobile vs. home etc. |  |  |  |
| * Show private-use calculations |  |  |  |

## Wages

|  |  |  |  |
| --- | --- | --- | --- |
| * Provide details |  |  |  |
| * Include copy of Annual Payment Summary and ensure that Gross Wages reconcile |  |  |  |
| * Cross reference to PAYG Withholding work papers |  |  |  |

## Other Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| * Review all other expenses on the Profit & Loss and explain any unusual accounts, also those with significant differences from last year e.g. Legal, Travel and Borrowing Expenses |  |  |  |
| * Look for significant omissions |  |  |  |

# Other Documents

## Tax Reconciliation Worksheet

|  |  |  |  |
| --- | --- | --- | --- |
| * Use standard worksheet |  |  |  |
| * Note SBE and PSI issues |  |  |  |

## Franking Account

|  |  |  |  |
| --- | --- | --- | --- |
| * Use standard worksheet |  |  |  |

## Payment to Associates

|  |  |  |  |
| --- | --- | --- | --- |
| * Provide calculation details to confirm figure put on tax return (i.e. wages plus super) |  |  |  |