

BALANCE DATE CHECKLIST & SCHEDULES

Client Name: _____

Year End Balance Date: _____

ACCOUNTS RECEIVABLE (DEBTORS)

All accounts or amounts owing to you at your year end balance date should be scheduled. (see schedule 1 attached)

Exclude any bad debts. To enable bad debts to be excluded from income these must be written off prior to balance date.

Total at Balance Date: \$ _____ **GST included** **GST excluded**

ACCOUNTS PAYABLE (CREDITORS)

All accounts or amounts payable to you at your year end balance date should be scheduled. (see schedule 2 attached)

Indicate the name of creditor and what the debt is for.

Total at Balance Date: \$ _____ **GST included** **GST excluded**

AT YEAR END

Stock on hand at year end \$ _____ **GST included** **GST excluded**

Valued at lower of:

- Cost
- Net Realisable Value
- Market Value

Work in Progress at Year End \$ _____ **GST included** **GST excluded**

Briefly, how was this calculated? _____

Prepayments Received \$ _____ **GST included** **GST excluded**