**Financial Services Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Client : |  | | | | |
| Current Accounting System: | |  | | | |
| Services | | | Do you use this service now? | Would you expect to use this service in the future? | Comments |
| Accounting / bookkeeping software setup | | |  |  |  |
| Accounting / bookkeeping software training | | |  |  |  |
| Budgeting | | |  |  |  |
| Business activity statements (BAS / IAS) | | |  |  |  |
| Business coaching and mentoring | | |  |  |  |
| Cashflow forecasts | | |  |  |  |
| Company / trust / SMSF set-up | | |  |  |  |
| Company registration for TFN, ABN and GST | | |  |  |  |
| Corporate secretarial work, including ASIC register updates | | |  |  |  |
| Financial Data Entry | | |  |  |  |
| Financial statement preparation | | |  |  |  |
| Financial planning and investment advice | | |  |  |  |
| Management and KPI reporting | | |  |  |  |
| Payroll processing and services | | |  |  |  |
| Period end reconciliations and reporting | | |  |  |  |
| Personal accounting and taxation (Income Tax Returns | | |  |  |  |
| SMSF accounting | | |  |  |  |
| SMSF auditing | | |  |  |  |
| SMSF bookkeeping | | |  |  |  |
| SMSF tax returns | | |  |  |  |
| Succession planning | | |  |  |  |
| Tax planning | | |  |  |  |
| Tax returns | | |  |  |  |
| Wealth management and coaching | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |