**Financial Services Checklist**

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