1. Your handover checklist

Use this kit to make the current position clear before an appointment, a bookkeeping catch-up or a change of accountant.

Define the work

- ☐ Write a one-sentence goal and the reporting period involved.
- ☐ List the entities and accounting software relevant to the work.
- ☐ Flag any approaching deadline or outstanding correspondence.

Locate the records

- ☐ Bank statements, sales invoices and purchase records.
- ☐ Previous financial reports, returns and BAS where relevant.
- ☐ The last period reconciled and work already completed.
- ☐ Payroll records and approved changes, if you employ people.
- ☐ A list of missing items, the source and the next action.

Agree responsibilities

- ☐ Clarify scope, quote and what you must provide.
- ☐ Agree who will contact a previous adviser and obtain consent.
- ☐ Confirm the secure transfer process and any access needed.
- ☐ Name the person responsible for each next action.

Keep completed worksheets securely. Do not put passwords, authentication codes, tax file numbers or detailed staff information in this kit.

General preparation only. This kit does not establish tax treatment, extend deadlines or confirm that work has been accepted.

2. Missing-records tracker

Write descriptive labels, not sensitive account or identity details. Mark each item available, requested, missing or not applicable.

Item / period	Status	Who can help	Next action	Follow-up
August supplier invoice	Requested	Accounts email	Ask for copy	Friday

Example only: the first row illustrates the format. Use the blank rows for your own records, or print another copy.

Review the list with the person doing the work. A missing item is a question to resolve, not a reason to invent a figure.

3. Questions for your accountant

Scope and quote

What work and reporting periods are included? Is catch-up work separate? How will any additional work be agreed?

Records and access

What information must I supply? How should I transfer it securely? What permissions, if any, are required?

Responsibilities

Who maintains daily records, answers questions and approves work? Who is responsible for the next lodgement or action?

Timing and communication

What happens next? Which deadlines need attention? How will we track missing items and follow up?

My next three actions

1. Action / owner / next review:

2. Action / owner / next review:

3. Action / owner / next review:

Request an appointment or quote at regansaccountants.com.au/book-online. The team will contact you to confirm the next step; a request is not a confirmed appointment.