



WGL Advisory Services

# Bookkeeping / Accounting Onboarding Checklist

Client Readiness Checklist

Version / date	Version 1.1   2026-05-04
Document label	Client Readiness Checklist
Website area	Accounting services, Fees page, onboarding communications
Priority	Medium
Purpose	Set out the records required before WGL begins monthly bookkeeping or accounting support.

## Who this checklist is for

Business owners, finance teams and WGL clients preparing information for review, onboarding or practical next steps.

## When to use this checklist

Use it before a WGL consultation, onboarding, external submission, internal review or important business deadline.

## Client / Matter Details

Client / business name	Client to complete	Responsible client contact	Client to complete
WGL responsible person	Client to complete	Deadline / target date	Client to complete
Date completed	Client to complete		

## How to use this checklist

Work through each requirement and tick one of the separate status boxes: Ready, Not Ready or N/A. Add notes/gaps, assign an owner and insert a due date. Attach or organise supporting documents before submitting the checklist to WGL. Where a requirement does not apply, mark N/A and explain why in the Notes / gaps column.

## Main readiness checklist

Requirement	Why it matters	Evidence / documents to prepare	Ready	Not Ready	N/A	Notes / gaps	Owner	Due date
Company registration documents	Confirms that company records, authority and statutory obligations are current before external use or submission.	CIPC registration documents, annual return confirmation, BO records, director/member records, registers and resolutions.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete

Requirement	Why it matters	Evidence / documents to prepare	Ready	Not Ready	N/A	Notes / gaps	Owner	Due date
SARS registrations and eFiling authority	Supports SARS visibility, reduces avoidable compliance delays, and helps WGL identify matters requiring professional review.	SARS profile, eFiling access/authority, returns, reconciliations, statements of account, TCS PIN status and supporting schedules.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
Bank confirmation and bank statements	Improves reliability of financial information and helps identify cash, working-capital and reconciliation gaps.	Bank statements, bank confirmations, reconciliations, debtor/creditor age analysis, loan schedules and inventory reports.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
Accounting-system access	Improves data quality, automation readiness and responsible AI-supported reporting with human review controls.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
Prior accountant handover	Supports clear project, technical and compliance evidence for client, site, audit or handover purposes.	Scope, site file, drawings, method statements, inspection records, certificates, registers, photos and handover documents.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
Latest trial balance and financial statements	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
Debtors, creditors and payroll records	Improves reliability of financial information and helps identify cash, working-capital and reconciliation gaps.	Bank statements, bank confirmations, reconciliations, debtor/creditor age analysis, loan schedules and inventory reports.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
Engagement letter and authority to act.	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete

#### Before sending documents to WGL

- Confirm the checklist relates to the correct entity, period and deadline.
- Gather source documents before marking an item as ready.
- Use consistent file names and keep a copy of all documents provided.
- Flag gaps, contradictions or missing records in the Notes / gaps column.
- Do not rely on unsupported information without WGL or professional review.
- Where urgent deadlines apply, contact WGL before external submission.

## Red flags

- Key documents are missing, outdated or unsigned.
- Different records tell different versions of the same facts.
- No clear owner has been assigned to close gaps.
- Deadlines are unclear or close enough to create avoidable risk.
- Supporting evidence is not organised or cannot be traced.
- The client is under external pressure but the evidence pack is not ready.

## Risk rating

Risk rating	Readiness interpretation	Recommended next step
GREEN	Mostly ready. Key records are available, current, complete, and internally consistent.	Proceed with normal review and keep evidence organised.
AMBER	Gaps require attention. Work can proceed, but issues may delay completion or increase review time.	Prioritise the action plan and agree responsibilities with WGL.
RED	Urgent remediation needed. Significant missing records, compliance gaps, unresolved risks, or contradictions exist.	Book a scoping session with WGL before external submission, reliance, or use.

## Next-step action plan

Gap	Action required	Responsible person	Target date	WGL support needed
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete

### WGL Review Outcome

Ready for submission / use  Minor gaps to resolve  Significant remediation required  Scope discussion required  Not suitable for submission / reliance yet

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Key comments: \_\_\_\_\_

Recommended next step: \_\_\_\_\_

WGL call-to-action

Send this completed checklist and supporting documents to WGL Advisory Services for review and practical next steps.

## Disclaimer

This checklist is a practical readiness guide for discussion and preparation purposes only. It does not constitute legal, tax, audit, assurance, engineering, safety, regulatory certification, or investment advice. Client circumstances, current laws, current regulatory requirements, and source documents must be reviewed before reliance is placed on any output.

## Source note

Prepared as a practical readiness aid using South African accounting, tax, governance and business-readiness terminology. Requirements may change. Always confirm current official requirements and client facts before external use.