

## Business Checklist

Please tick box if you have included this information.

### **INCOME**

1.	<u>Income from sales and/ or the provision of services</u> - Bank statements indicating the nature of each deposit, or - Reconciled cashbook, or - QuickBooks, MYOB or Cashflow Manager files	<input type="checkbox"/>
2.	<u>Investments and term deposits accounts</u> - bank statement with total interest received	<input type="checkbox"/>
3.	<u>Share trading statements</u> - Statement of shares purchased, sold or held (with price, dates purchased or sold, brokerage/stamp duty) - Dividend statements	<input type="checkbox"/> <input type="checkbox"/>
4.	<u>Assessable Government and other payments</u> - details of any assessable Government Industry Payments received	<input type="checkbox"/>

### **EXPENSES**

1.	Details of any new vehicles or equipment acquired and/or disposed of during this income year, including; - description of asset - date of purchase/ sale - purchase price (Inc.GST) / sale price (Inc.GST)	<input type="checkbox"/>
2.	Details of shares and other investments acquired, including the purchase price and other related costs	<input type="checkbox"/>
3.	Debtors (accounts receivable) at the end of the financial year. For each debtor please provide description and total amount	<input type="checkbox"/>

### **LIABILITIES**

1.	New loans taken out during the year. Please provide any documentation for lease, hire purchase and chattel mortgage	<input type="checkbox"/>
2.	Bank Statements for <u>existing loans</u> for the full financial year.	<input type="checkbox"/>
3.	Creditors (accounts payable) at the end of the financial year. For each creditor please provide description and total amount	<input type="checkbox"/>

**ASSETS**

1.	Bank Statement with account name and account number at 30 June for each business bank account	<input type="checkbox"/>
2.	Value of stock on hand at 30 June (i.e cost of stock excluding. GST)	<input type="checkbox"/>
3.	Are there any other significant events that have taken place during the year, which you think need to be brought to our attention.	<input type="checkbox"/>

**OTHER ITEMS**

1.	Employees - copies of individual PAYG payment summaries and the PAYG payment summary statement	<input type="checkbox"/>
2.	Motor vehicles (if used by the business) - Vehicle description of each motor vehicle - Expenditure on fuel, registration, insurance, repairs etc. for each motor vehicle - Odometer reading for the first and last date of the financial year for each motor vehicle	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	Travel expenses - Number of nights and location where you have stayed away from home over night	<input type="checkbox"/>
4.	Insurance (not including motor vehicle) - details of policy, provider and annual premium	<input type="checkbox"/>
5.	Superannuation contribution - name of fund, policy number, contributions paid on behalf of each of the owners of the business	<input type="checkbox"/>
6.	Other expenses any cash/ credit expenditures not included in cashbook, MYOB, Quickbooks or Cashflow Manager files.	<input type="checkbox"/> <input type="checkbox"/>