BUSINESS CHECK LIST

Please supply the following information:	**Y**	**N**	**?**
General			
Using a Computer Program MYOB/Quicken/Quickbooks			
1 Memory Stick/CD with Data	☐	☐	☐
2 Copies of Bank Statements as at 30 June	☐	☐	☐
3 Trial Balance and Bank Reconciliations	☐	☐	☐
Not using a Computer Program			
1 Receipt Details	☐	☐	☐
2 Cheque Payment Details	☐	☐	☐
3 Copies of Bank Statements as at 30 June	☐	☐	☐
Salaries & PAYG Withholdings			
1 Copies of PAYG Payment Summaries (Group Certificates)	☐	☐	☐
2 Copy of PAYG Summary Statement (Reconciliation Sheet)	☐	☐	☐
Private Use			
1 Dollar amount of goods taken for own use	☐	☐	☐
2 Private use percentage of each vehicle (Log Book)	☐	☐	☐
3 Private use percentage of telephone	☐	☐	☐
4 Private use percentage of electricity	☐	☐	☐
5 Private use percentage of other	☐	☐	☐
Legal Costs			
1 Solicitor's Statements and/or correspondence relating to any legal transactions during the year	☐	☐	☐
Debtors			
1 List of Debtors at 30 June (Owe you Money)	☐	☐	☐
2 List of Bad Debts at 30 June (Written Off)	☐	☐	☐
Creditors			
For each creditor provide details of the nature of the expense for which the debt is owed			
1 June PAYG Withholding paid in July	☐	☐	☐
2 Compulsory Super Contributions unpaid at 30 June	☐	☐	☐
3 Credit Card Statements up to and including 30 June	☐	☐	☐
Investments			
1 Investments sold during the year (Date of disposal and consideration received)	☐	☐	☐
2 Investments acquired during the year (Date & Cost of Acquisition)	☐	☐	☐
3 Schedule of Investments held at 30 June (Include Cash Management and Term Deposit)	☐	☐	☐
4 Details of Investment Income received during year (Include Dividend Statement, Interest Statements, Trust Taxation Summaries)	☐	☐	☐
Stock, GST & BAS			
1 Value of Stock on Hand at 30 June (Include finished goods, work in progress, raw materials, goods in transit and method of valuation - cost, market or replacement)	☐	☐	☐
2 Copies of all BAS Lodged during the Year	☐	☐	☐
Lease & Hire Purchase			
1 Copies of New Leases/Hire Purchase/Chattel Mortgages acquired during the year	☐	☐	☐
2 Details of paid out Leases/Hire Purchase/Chattel Mortgages	☐	☐	☐
Fixed Assets & External Loans			
1 Assets Acquired during the year (Include Date, Cost & Copies of Inv's)	☐	☐	☐
2 Assets Sold during the year (Include Date and Consideration Received)	☐	☐	☐
3 Assets that have been scrapped, taken for personal use or traded in	☐	☐	☐
4 Loan Statements (Detailing Interest, Repayments, Loan Balance at the end of Year)	☐	☐	☐
5 Details of Borrowing Costs Incurred	☐	☐	☐