

# Business Check List

**Please supply the following information:**

## **General**

*Using a computer program MYOB/Quicken/Quickbooks*

1. Memory stick/CD with data
2. Copies of bank statements for the year ending on June 30
3. Bank Reconciliation

*Not using a computer program*

1. Receipt details
2. Cashbook
3. Cheque payment details
4. Copies of bank statements for the year ending on June 30

## **Salaries & PAYG Withholdings**

1. Copies of PAYG payment summaries issued (group certificates)
2. Copy of PAYG summary statement (ATO 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 June 30 (owe you money)
2. List of bad debts at June 30 (written off)

## **Creditors**

For each Creditor provide details of the nature of the expense for which the debt is owed

1. List of creditors at June 30 (you owe money)
2. Compulsory super contributions unpaid at June 30
3. Credit card statements up to and including June 30

## **Investments**

1. Investments sold during the year (date of disposal and consideration received)
2. Investments acquired during the year (date and cost of acquisition)
3. Schedule of investments held at June 30 (include cash management and term deposit)
4. Details of investment income received during the year (include dividend statement, interest statements, trust taxation summaries)

## **Stock, GST & BAS**

1. Value of stock on hand at June 30 (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
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