

CHECKLIST FOR BUSINESS OWNERS

Do you use a computer software program for your record keeping? If yes, please provide the following information:

- For MYOB, Cashflow Manager, Quicken or Xero you can simply drop in a copy of your latest backup or email the data file and a bank statement showing the balance as at 30th June.
- For all other programs, please print out a trial balance, general ledger, profit & loss and balance sheet as at the 30th June. A copy of the bank statement for 30th June will also be required.

If you do not use a computer software program please send us either:

- Bank Statements, deposit slips and all cheque books for 1st July to 30th June or;
- Your collated receipts for 1st July to 30th June.

Did you purchase any business assets during this financial year?

- Please provide details of the purchase. Including relevant loan details if applicable.

Did you sell/dispose of any assets during this financial year?

- Please provide details of the sale. Including relevant loan payout details if applicable.
- You may also wish to review last year's asset list to determine whether any of the listed items have been made obsolete.

Do you have any employees?

- Please provide a copy of the reconciliation statement and PAYG Payment Summaries issued.

What were your debtors and creditors balances as at 30th June?

- Debtors at 30th June _____
- Creditors as at 30th June _____

Do you have any outstanding business loans?

- Please provide copies of the loan statements between 1st July and 30th June.

Did you keep stock for resale?

- Please determine the value of your closing stock at 30th June _____
(This should be recorded at cost price, exclusive of GST)

Did you make a contribution to your superannuation fund during the financial year?

- Your superannuation fund should have issued you with the relevant paperwork to determine how much of these contributions you intend to claim as a tax deduction, please provide us with a copy of these documents.