

Are you Accountable for your Accounts?

Business Tax Checklist

Client Name: _____

If using a computer program

Please supply the following information:

- Cash book or ledger details as a backup. Please select one of the following:
Cashman / MYOB / Quicken / QuickBooks / Other (please specify): _____ Yes / No / N/A
- Software version number: _____
- Please provide password (if applicable): _____
- Copies of bank statement and bank reconciliation as at 30 June for each bank account Yes / No / N/A

If not using a computer program

Please supply the following information:

- Cheque payment details or cheque butts Yes / No / N/A
- Details of funds deposited to bank account Yes / No / N/A
- Copies of bank statements as at 30 June for each bank account Yes / No / N/A
- Copies of bank reconciliations as at 30 June for each bank account Yes / No / N/A

Debtors

- Please supply a list of money owing to the business by customers as at 30 June Yes / No / N/A

Stock

- Please supply the value of stock on hand at 30 June with value of any work in Progress stated separately Yes / No / N/A

Creditors

- Please supply a list of supplier debts at 30 June Yes / No / N/A
- Please advise amount of staff superannuation contributions unpaid as at 30 June and date paid Yes / No / N/A
- Please supply credit card statements paid by the business up to and including 30 June Yes / No / N/A
- Please attach a schedule of staff annual and long service leave entitlements at 30 June Yes / No / N/A

Leases, Hire Purchase and Loans

- Please provide details of borrowings undertaken during the year Yes / No / N/A
- Please state amount of loan establishment costs paid and date paid Yes / No / N/A
- Please include statements and agreements relating to any loans, leases or HP agreements Yes / No / N/A

Plant, equipment, vehicles, investments and other assets

Please supply the following information:

- Details of assets acquired during the year including date and cost Yes / No / N/A
- Details of assets sold during the year including date and sale price Yes / No / N/A
- Details of assets that have been scrapped, taken for personal use or traded in Yes / No / N/A
- Schedule of investments held as at 30 June, including cash management and term deposits Yes / No / N/A

