

# Business Records Checklist

## 1. Please provide the following records if not already given to us for BAS preparation.

### Computerised Records

- MYOB & QuickBooks.** A full backup (not Accountant's or Summarised Copy) of data file. Also provide us with any company file. password (if used) by telephone or email;
- Other Packages.** Either a full General Ledger report or provide us with your original program disks and backup file along with any password and/or activation codes for installation;
- All Packages.** Bank Reconciliation report & Bank Statement at 30 June; and
- All Packages.** If you use a credit card(s) to pay business expenses and have entered those transactions to your computerised records, we need the statement for each card showing the balance owing at 30 June.

### Non-Computerised Records

- Bank statements for all bank accounts for the whole year (check for missing pages);
- Cheque butts, deposit books & cash book (if kept);
- If you use a credit card(s) to pay business expenses, we need statements for the whole year (check for missing pages) and a summary of expenses paid on each card. We can give you a form to help you with this summary. Please call us for a copy; and
- A summary of business expenses paid by cash showing the nature of each expense and the source of funds used (e.g. cash takings, drawings, own funds etc)

### V.I.P

1. Please make sure that the above records adequately describe the nature of each transaction and clearly indicate on bank statements all **non-income deposits** and on cheque butts all **private withdrawals**; and
2. We will assume that **GST** is included in all income and expenses unless told otherwise.

## 2. Did you have any loans during the year?

Yes  No

If no, go to question 3.

If yes, provide copies of existing **Loan Statements** for the whole year (check for missing pages) along with copies of Agreements for any **New Loan, Hire Purchase** and/or **Lease** which were entered into or commenced during the year.

## 3. Did you have employees during the year?

Yes  No

If no, go to question 4.

If yes, provide the following –

- Employer copies of **payment summaries** and PAYG payment summary statement for Wages paid during the year; and
- An annual summary of your **Superannuation** obligations showing each employee's name, his/her gross annual wage and the contributions made.

## 4. Did you sell assets during the year - shares/property/business?

Yes  No

If no, go to question 5.

If yes, provide Purchase and Sale documents for any assets acquired after 19 September 1985 and sold during the year for **Capital Gains Tax** calculations (e.g. shares, rental property, vacant land, a business etc).

<b>5. Did your business receive rental income during the year?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If <b>no</b>, go to question 6</p> <p>If <b>yes</b>, provide <b>Rental property</b> income and expenses, including agent's annual or monthly statements, interest on loan(s) and a <u>summary</u> of any expenses paid by you direct. Please also supply solicitor's letter, settlement sheets and any other purchase documents if you acquired the property during the year.</p>	
<b>6. Did you receive any income not included in 1 above?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If <b>no</b>, go to question 7.</p> <p>If <b>yes</b>, provide full details of amounts received, any GST included therein and indicate where those funds were deposited.</p>	
<b>7. Did your business have unpaid invoices at 30 June?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If <b>no</b>, go to question 8.</p> <p>If <b>yes</b>, provide a list of the following amounts where applicable <u>if not shown on computerised or other records in question 1 above</u> -</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> amounts owing <b>to you</b> by clients/customers at 30 June (Debtors).</li> <li><input type="checkbox"/> amounts owing <b>by you</b> to suppliers at 30 June with individual totals for each category of expense such as stock, advertising, motor vehicle expenses, telephone etc (Creditors).</li> </ul>	
<b>8. Did your business sell trading stock during the year?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If <b>no</b>, go to question 9.</p> <p>If <b>yes</b>, provide a list of stock on hand at 30 June and the cost thereof.</p>	
<b>9. Did you sell any equipment during the year?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If <b>no</b>, go to question 10.</p> <p>If <b>yes</b>, provide details of any assets appearing on the <b>Depreciation Schedule</b> from last year which were sold, scrapped or otherwise disposed of during the year or period, including dates and proceeds of sale.</p>	
<b>10. Are you a new client to our practice?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If <b>no</b>, go to 11 below if applicable, otherwise you have finished completing this checklist.</p> <p>If <b>yes</b>, provide a copy of your most recent Financial Report and Income Tax Returns(s).</p>	
<b>11. Other (if applicable)</b>	