



# Business Checklist

Please use this checklist and attach any relevant supporting documents to enable us to prepare your business entity's tax return and other compliance requirements.

### Your business' details

Full Legal Entity Name		
Business Address		
Postal Address		
ABN	Australian Resident for tax purposes	YES / NO
Tax File Number	Industry	

### REPORTS & DATA

If available please provide online access to, or an electronic copy of your computerised data / accounting & bookkeeping records (e.g. Xero, MYOB, QBO, Excel Spreadsheets) containing your Trial Balance, Balance Sheet & Profit & Loss Reports for the year.	YES / NO / N/A
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### OTHER NOTES


Please turn over to complete the Assets & Liabilities and Income & Expenses checklist



Tax agent  
25426110



CHARTERED ACCOUNTANTS  
AUSTRALIA + NEW ZEALAND



# Business Checklist

## ASSETS & LIABILITIES

If available please provide online access to, or an electronic copy of your computerised data / accounting & bookkeeping records (e.g. Xero, MYOB, QBO, Excel Spreadsheets) containing your Trial Balance, Balance Sheet & Profit & Loss Reports for the year.	YES / NO / N/A
<b>Bank accounts, credit cards &amp; bank loans</b> <ul style="list-style-type: none"> <li>Please provide bank statements for the period <b>1 July 2016 to 30 June 2017</b> for all bank accounts, credit cards and bank loans.</li> <li>Please provide copies of bank reconciliation reports for these accounts as at <b>30 June 2017</b> if available.</li> </ul>	YES / NO / N/A YES / NO / N/A
<b>Debtors</b> – Please provide a trade debtors (aged receivables) listing as at <b>30 June 2017</b> and indicate if any invoices are not going to be received and should be written off as bad debts or if the amounts have already been received.	YES / NO / N/A
<b>Creditors</b> – Please provide a trade creditors (aged payables) listing as at <b>30 June 2017</b> and indicate if any invoices are not going to be paid and should be credited back to expenses or if the amounts have already been paid.	YES / NO / N/A
<b>GST</b> – Please provide GST reports & Business Activity Statements (BAS') for the financial year <b>1 July 2016 to 30 June 2017</b> , preferably per quarter.	YES / NO / N/A
<b>Stock</b> – Please provide details and value of stock on hand as at <b>30 June 2017</b> .	YES / NO / N/A
<b>Fixed assets</b> <ul style="list-style-type: none"> <li>Please provide a copy of your depreciation schedule / asset listing from the previous financial year and indicate on it if any assets have been scrapped, sold, taken for personal use or traded in.</li> <li>Please provide details and a tax invoice for any assets purchased during the year.</li> <li>Please provide details and amounts received for any assets sold during the year.</li> </ul>	YES / NO / N/A YES / NO / N/A YES / NO / N/A
<b>Loans provided</b> – Please provide details of any amounts loaned to owners, directors, employees or other parties that are owed back to the entity, including who the loan was made to, the amount loaned, any interest received, and the amount owing at <b>30 June 2017</b> .	YES / NO / N/A
<b>Borrowing / loans drawn</b> – Please provide details of any amounts borrowed by the business from banks, owners, directors, or other parties that are owed by the business, including who the loan was drawn from, the amount borrowed, any interest paid, and the amount owing at <b>30 June 2017</b> .	YES / NO / N/A
<b>Leases / hire purchases / chattel mortgage</b> <ul style="list-style-type: none"> <li>Please provide a copy of any contracts for leases, hire purchase arrangements, goods/equipment loans or chattel mortgages held by the business</li> <li>If any of these contracts were refinanced or paid during the year, please provide details and documentation for that also.</li> </ul>	YES / NO / N/A YES / NO / N/A
<b>Other assets / liabilities</b> – Please provide details of any other assets or liabilities held, e.g. shares or equity in other companies, unit trusts, partnerships, commercial or residential property, loans to shareholders / directors.	YES / NO / N/A

## INCOME & EXPENSES

<b>Income</b> <ul style="list-style-type: none"> <li>Please provide a summary on the income categories and amounts received by the business from <b>1 July 2016 to 30 June 2017</b></li> <li>Do you make any sales over the internet?</li> </ul>	YES / NO / N/A YES / NO
<b>Expenses</b> – In addition to your Profit & Loss report, please provide the following if applicable: <ul style="list-style-type: none"> <li>Details of any prepayments made e.g. Subscriptions, Insurance, Interest, Legal Fees, Internet / Phone access.</li> <li>Details of any accruals to be taken up as at <b>30 June 2017</b>.</li> <li>Details of any expenses incurred personally by the owners/Directors of the business that have not been reimbursed.</li> <li>Please provide details of any interest expenses if not already explained with loan documentation.</li> <li>Please provide support and detail for any major repairs and maintenance expenses.</li> </ul>	YES / NO / N/A YES / NO / N/A YES / NO / N/A YES / NO / N/A
<b>Payroll</b> <ul style="list-style-type: none"> <li>Please provide a payroll report for the full year <b>1 July 2016 to 30 June 2017</b> detailing Employee Name/s, Gross Wages paid, Superannuation, PAYG Tax Withheld, Deductions.</li> <li>Please provide details of the superannuation amount owing at 30 June 2016, including which employee/s the amounts relate to.</li> <li>Please provide details of any deductions or salary sacrificed amounts.</li> <li>Please provide details of leave entitlements owing as at <b>30 June 2017</b>.</li> </ul>	YES / NO / N/A YES / NO / N/A YES / NO / N/A YES / NO / N/A