

2017 BUSINESS CHECKLIST



We have provided you with this checklist to assist in gathering all your information for us to complete the 30 June 2017 income tax return and financial statements.

| Information Required | Information Provided | Not Applicable |
|---|---|---|
| <p>1.0 Computerised Accounts, please provide: <i>(See our detailed checklist on computerised requirements)</i></p> <p>1.1 MYOB, QuickBooks, Quicken: Data file (on USB, CD or email) NOTE: please give detail of the version the file was created in (i.e. MYOB AccountRight 2017.1 etc.) Ensure you have provided us with your username & password</p> <p>XERO & MYOB Live: Ensure that we have been granted access to your data file</p> <p>Other computerised packages: Profit & Loss, Balance Sheet, Trial Balance, Bank Reconciliation, Debtors ledger, Creditors Ledger and General Ledger.</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>2.0 Bank Statements (include every page for the year)</p> <p>Cheque Account <i>If you have computerised accounts (e.g. MYOB, Quicken, etc) please provide the statement as at 30 June 2017 only.</i></p> <p>Loan Statements</p> <p>Other (eg. cash management, term deposits)</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>3.0 Value of Stock on Hand/Work in Progress at 30 June 2017</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |
| <p>4.0 PAYG Payment Summary Statement Provide a copy of the summary statement and individual payment summaries provided to employees</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |
| <p>5.0 Purchase and Sale of Assets/Investments/shares Purchase and sale details of assets purchased/sold during the year, including all documentation. Please also provide details for motor vehicle and other asset trade-ins.</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |
| <p>6.0 Credit card expenditure Break-up of all business related credit card expenditure</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |
| <p>7.0 Leases/Hire Purchases/Chattel Mortgages Copies of all new finance agreements Details of any payouts during the year</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>8.0 Insurance Policies Copies of insurance policy tax invoices for premiums paid during the year</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |
| <p>9.0 Motor Vehicle Expenses Ensure all petrol, registration, insurance, maintenance costs, leasing or hire purchase expenses have been recorded. If a motor vehicle was purchased during the year, please provide documents to support the purchase price and finance (if applicable). Please provide a copy of your log book if applicable. Note: Logbooks prepared in the 2011/12 year or earlier are no longer valid.</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |
| <p>10.0 Any other information which you think may be relevant.</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |
| <p>11.0 *** THE ATO NO LONGER ISSUES REFUNDS VIA CHEQUE. PLEASE PROVIDE EFT DETAILS TO ENABLE YOUR REFUND TO BE PROCESSED.</p> <p>BSB: _____ Account Number: _____</p> <p>Account Name: _____</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |