

Checklist for Business & Primary Production

Documents and Information Required for the period:

1st July 2008 to 30th June 2009

NAME: _____

Please attach photocopies of the following documents and tick the appropriate box.

<u>DESCRIPTION</u>	<u>ATTACHED</u>	<u>N/A</u>
• Computerised records Version #: _____ Password: _____	<input type="checkbox"/>	<input type="checkbox"/>
• Bank Reconciliations and Bank statement for June (Showing 30 June 2009 balance)	<input type="checkbox"/>	<input type="checkbox"/>
• Accounts Payable (Creditors) Reconciliation (summary) Report. - Ensure that this report balances. If not, you should reconcile it before forwarding it to us. - Does the report include all outstanding purchases? - Match against suppliers' statements? Are all Credit notes entered?	<input type="checkbox"/>	<input type="checkbox"/>
• Accounts Receivable (Debtors) Reconciliation (Summary) Report. - Ensure that this report balances. If not, you should reconcile it before forwarding it to us. - Does the report include all outstanding invoices? - Are all Credit notes entered? - Have bad debts been considered?	<input type="checkbox"/>	<input type="checkbox"/>
• PAYG Payment Summary Statements	<input type="checkbox"/>	<input type="checkbox"/>
• PAYG Payment Summaries	<input type="checkbox"/>	<input type="checkbox"/>
• Stocktake Results	<input type="checkbox"/>	<input type="checkbox"/>
• Odometer Readings at 30 June for all business use vehicles	<input type="checkbox"/>	<input type="checkbox"/>
• Dividends	<input type="checkbox"/>	<input type="checkbox"/>
• Share Holdings – (ring broker and get a summary of transactions)	<input type="checkbox"/>	<input type="checkbox"/>
• New Loan Agreements	<input type="checkbox"/>	<input type="checkbox"/>
• Loans Statements	<input type="checkbox"/>	<input type="checkbox"/>
• Savings/Investment Account Statements	<input type="checkbox"/>	<input type="checkbox"/>
• New Hire Purchase/Lease Agreements	<input type="checkbox"/>	<input type="checkbox"/>
• Purchase of Assets i.e. Motor Vehicle purchase agreement	<input type="checkbox"/>	<input type="checkbox"/>
• Sale of Assets	<input type="checkbox"/>	<input type="checkbox"/>
• Donations: include receipts for donations over \$100	<input type="checkbox"/>	<input type="checkbox"/>
• Superannuation Payments , including dates cleared through your bank account	<input type="checkbox"/>	<input type="checkbox"/>
• Out of pocket or cash expenses	<input type="checkbox"/>	<input type="checkbox"/>
• Other (e.g. notes to Accountant)	<input type="checkbox"/>	<input type="checkbox"/>