

Business Checklist A

Client Name:

Computer back-up from 1 July 2016 to 30 June 2017 or alternatively email you data to our office.	YES NO
Bank Reconciliation at 30 June 2017 (All Bank & Stock Agent Statements required including Wheat loans).	YES NO

Cash on hand at 30 June 2017. \$.....	YES NO
Work in Progress at 30 June 2017. \$.....	YES NO
Stock On Hand at 30 June 2017 \$.....	YES NO
A print-out with details of all Sundry Income and Expenses clearly identified.	YES NO
Debtors (accounts receivable) at 30 June 2017 (GST exclusive). \$.....	YES NO
Creditors (accounts payable) at 30 June 2017 (GST exclusive). \$.....	YES NO

Details of Livestock numbers at 30 June 2017.

Opening stock	Sales		
Purchases	Rations		YES NO
Natural increases	Deaths		
Total	Closing Stock		

PAYG Withholding Reconciliation records for 2016/17 year.) Please complete the attached Wages	
WorkCover Reconciliation for 2016/17 year.) Reconciliation form to ensure the	
Superannuation payment details for 2016/17 year.) correct amount of WorkCover and	YES NO
) Superannuation has been paid.	
Clients who require assistance with preparation of PAYG Payment Summaries should bring to the interview the 2016/17 PAYG PAYMENT SUMMARY STATEMENTS and 2015/16 PAYG EMPLOYER'S ANNUAL RECONCILIATION forms. PLEASE NOTE that these forms should be completed by 14 July 2017.			YES NO

Leases / Hire Purchase / Chattel Mortgage / Asset Purchase documents (new or changed) provided to you by the finance company.	YES NO
Settlement Statements re sale or purchase of business, property etc.	YES NO
Plant and Equipment bought and sold including dates, amounts, trade ins, etc.	YES NO

Motor Vehicle Logbook (a logbook must be updated every five years or when there is a change of vehicle)	YES NO
Rental Properties (details of rent and expenses and the managing agents statement if under management)	YES NO
Legal Expenses – explanation of event.	YES NO
Insurance Invoices.	YES NO
Details of Loans owing or owed.	YES NO
AWB / ABB loan statements and annual summary of payments.	YES NO
Dividend advice's including dividend reinvestments.	YES NO
Investment purchases and sales (eg, shares, managed funds, etc)	YES NO
Share Portfolio Valuation from Stock Broker and transaction listings for the year.	YES NO

How can we improve this form? Please let us know as your feedback is valuable to us.