

## 2018 Company, Trust, Partnership or Sole Trader Business Checklist

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### ACCOUNTS & LOANS

- 1** Please provide a copy of your computerised data file (e.g. Profit & Loss, Trial Balance & Balance Sheet)  Yes  No  N/A

Name of Program (i.e. MYOB)	Version Number	Password

- 2** Please provide bank statements showing the balance as at 30 June 2018 for all bank accounts and bank loans  Yes  No  N/A
- 3** Please provide bank reconciliations for all bank accounts as at 30 June 2018.  Yes  No  N/A

### ASSETS

- 4** Please provide details of stock on hand as at 30 June 2018.  Yes  No  N/A
- 5** Please provide details of assets **purchased** during the year (greater than \$1,000). Include copies of invoices.  Yes  No  N/A
- 6** Please provide details of assets **sold** during the year.  Yes  No  N/A
- 7** Please review your depreciation schedule from 2017. Have any of these assets been scrapped, taken for personal use or traded in?  Yes  No  N/A

### INVESTMENTS / PROPERTY

- 8** Please provide details of all investments / property **income** received during the year. This may include the following:  Yes  No  N/A
- Dividend Statements  Yes  No  N/A
  - Interest Statements  Yes  No  N/A
  - Trust Taxation Summaries  Yes  No  N/A
  - Rental Property Statements  Yes  No  N/A
- 9** Please provide details of all investments / property **purchased** during the year. This may include the following:  Yes  No  N/A
- Date of purchase  Yes  No  N/A
  - Cost of acquisition  Yes  No  N/A
  - Copy of contract for purchase  Yes  No  N/A
  - Copy of settlement statement  Yes  No  N/A

## INVESTMENTS / PROPERTY - continued

- 10** Please provide details of all investments / property **sold or disposed** during the year. This may include the following:  Yes  No  N/A
- Date of disposal  Yes  No  N/A
  - Consideration received  Yes  No  N/A
  - Copy of contract for purchase  Yes  No  N/A
  - Copy of settlement statement  Yes  No  N/A

## EXPENDITURE

- 11** Please supply a list of trade creditors as at 30 June 2018.  Yes  No  N/A
- 12** Please provide a copy of credit card statements up to and including 30 June 2018.  Yes  No  N/A
- 13** Please provide details of any major prepayments (any expense paid in advance that spans two financial years) as at 30 June 2018. For example:
- Subscriptions  Yes  No  N/A
  - Insurance  Yes  No  N/A
  - Internet / Phone Access  Yes  No  N/A
  - Legal Fees  Yes  No  N/A
- 14** Please provide details of any expenditure incurred personally by Directors on behalf of the business and not reimbursed.  Yes  No  N/A
- 15** Please provide support for all major expenditure allocated to repairs and maintenance.  Yes  No  N/A

## ACCOUNTS RECEIVABLE

- 16** Please supply a list of trade debtors as at 30 June 2018.  Yes  No  N/A
- 17** Please provide a list of bad debts written off or to be written off.  Yes  No  N/A

## PAYROLL

- 18** Please provide wages reconciliation at 30 June 2018, including PAYG Payment Summaries and Year-End Summary Statement.  Yes  No  N/A
- 19** Please provide confirmation from superannuation funds showing compulsory employee superannuation contributions, including date of payment.  Yes  No  N/A
- 20** Please provide a schedule of leave entitlements as at 30 June 2018, including:
- Employee Name  Yes  No  N/A
  - Number of Days Owed  Yes  No  N/A
  - Entitlement Amount \$  Yes  No  N/A

## LEASES / HIRE PURCHASE

- 21** Please provide a copy of any finance/lease/hire purchase agreements **entered into** during the year.  Yes  No  N/A
- 22** Please provide details for any agreements (finance/lease/hire purchases) **paid out** during the year.  Yes  No  N/A
- 23** Please provide details for any agreements (finance/lease/hire purchases) **refinanced** during the year.  Yes  No  N/A