

2019 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 2019 for all bank accounts and bank loans Yes No N/A

- 3 Please provide bank reconciliations for all bank accounts as at 30 June 2019. Yes No N/A

ASSETS

- 4 Please provide details of stock on hand as at 30 June 2019. 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 2018. 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 2019. Yes No N/A
- 12** Please provide a copy of credit card statements up to and including 30 June 2019. 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 2019. 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 2019. 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 2019, 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 2019, 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