

BAS/IAS CHECKLIST

Quarterly

1July-30Sept/1Oct-31Dec/1Jan-31Mar/1Apr-30Jun

OR

Monthly

Records for the Period should (where applicable) include for the full period:

- Bank Statements covering the whole quarter & supporting invoices/receipts or statements noted with detailed transaction information.
- MYOB Disk/USB (labelled with version) – preferably with the bank account, debtors and creditors reconciled.
- Other Electronic Data Files (E.g. Cash Flow Manager, Excel Spreadsheets, etc).
- Cash Books – or cheque books and income records.
- Credit card statements & supporting invoices/receipts – or a detailed summary for the quarter – showing date, payee, amount and details of what the expense was for.
- Copies of invoices for purchase of assets including plant, equipment and motor vehicles.
- Invoices or receipts for expenses paid by cash or a detailed summary of those expenses appropriately classified (i.e. showing the date, payee, amount and purpose).
- Copy of any Lease or Loan Agreement – including HP or Chattel Mortgage (only applies where we did not do the finance for you).
- Wages records – employee names, address TFN, Gross amount, Tax Withheld and Net Pay.
- Taxable Payments Contractors report – Name, Phone number, ABN and amounts paid during the period
- Details of any sales (or trade-ins) of plant, equipment or motor vehicles.

RECORDS SHOULD BE PROVIDED TO OUR OFFICE ASAP

Note: Please note that where records are missing or not readily available this adds to the time taken to prepare your reports and subsequently to your costs. Some of the above may not apply to your Business.