

YEARLY BUSINESS CHECKLIST 30th JUNE

Records for the Period 01/07 to 30/06 each year should (where applicable) include for the full period:

- Copy of previous year's Tax Returns and Financials from previous accounting firm
- Bank Statements covering the whole year & supporting invoices/receipts or statements noted with detailed transaction information.
- Any business loan account statements covering the whole year
- 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 year – 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. Details of any sales (or trade-ins) of plant, equipment or 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
- Wages records – employee names, address TFN, Gross amount, Tax Withheld and Net Pay.
- Group Summary Package provided by the ATO for annual staff payment summary preparation.
- Taxable Payments Annual Report of Contractors including ABN, Phone and full names of contractors paid and amounts paid for each contractor
- Long Service Leave Forms – for construction and trade industries only
- Copy of all insurance policies that are paid through the business (Business Insurance, MV Insurance or Sickness and Accident etc)
- List of all motor vehicles used by the business and relevant make and registration numbers together with log book or any travel diary evidence
- List of creditors and debtors and closing stock details where applicable

RECORDS SHOULD BE PROVIDED TO OUR OFFICE AS SOON AS POSSIBLE

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.