

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 bank statements noted with detailed transaction information.
- MYOB /XERO/Software – Bank Feed allocated/Dr's & Cr's Balanced and Bank Reconciled.
- Other Electronic Data Files (E.g. Cash Flow Manager, Excel Spreadsheets, etc).
- Cash Income records or Cash Expenses paid
- Credit card statements Input to Software or Credit card statements hard copy.
- Copies of invoices for purchase of assets including 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 – Entered into software and/or wage sheets noted with 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.