

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 /XERO/Software with Bank Feeds Allocated, Debtors and Creditors reconciled and Bank Reconciled
- Other Electronic Data Files (E.g. Cash Flow Manager, Excel Spreadsheets, etc).
- Credit card entered into software or Credit card statements & supporting invoices/receipts showing date, payee, amount and details of what the expense was for.
- Copies of invoices for purchase of assets including plant, equipment or 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 input to Software or Wage Sheets showing employee names, address TFN, Gross amount, Tax Withheld and Net Pay.
- Finalised Wages Logged receipt or noted for AAM to Finalise from software
- 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.