

BUSINESS CLIENT CHECKLIST

If using a computer program

Please supply the following information:

- Cash book or ledger details as a backup. Please select one of the following:
- MYOB / Quicken / QuickBooks / Other (please specify): _____
- Software version: _____
- Please provide password (if applicable): _____

Bank Accounts

- Copies of Bank Statement(s) and Bank Reconciliation(s) as at 30 June for all bank accounts. Yes / No / N/A
- Copies of Statement(s) and Reconciliation(s) as at 30 June for each credit card. Yes / No / N/A

Debtors

- Please supply a list of money owing to the business by customers as at 30 June. Yes / No / N/A
- Please indicate if any are bad debts and actions taken to recover them.

Inventory

- Please supply the value of inventory on hand at 30 June with value of any work in progress stated separately, if applicable. Yes / No / N/A

Creditors

- Please supply a list of supplier debts at 30 June. Yes / No / N/A

Leases, Hire Purchase and Loans

- Please provide details of borrowings undertaken during the year. Yes / No / N/A
- Please include statements and agreements relating to any loans, leases or HP agreements. Yes / No / N/A

Plant, equipment, vehicles and other assets

Please supply the following information:

- Details of any new assets purchased including date of purchase. Yes / No / N/A
- Details of assets that have been scrapped, taken for personal use or traded in. Yes / No / N/A

Investment Income

- Details of investment income received during the year, including dividend statements, interest statements and annual trust taxation summaries. Yes / No / N/A
N/A

Salaries and PAYG Withholding

- Please supply copies of PAYG Payment Summaries issued at 30 June. Yes / No / N/A
- Please supply a copy of your Annual PAYG Summary Statement. Yes / No / N/A
- Please supply a copy of your Return to Work SA Annual Reconciliation. Yes / No / N/A
- Please supply a copy of your Payroll Tax Reconciliation, if applicable. Yes / No / N/A

Transactions Not Through the Business

- Were all sales and/or income banked and expenses paid through the business trading account? Yes / No / N/A
If not, please provide:
- Details of the payments and how purchases and expenses were paid.
- Details of the application of revenue received and not banked through the business trading account.

Payments in Advance (Prepayments)

Are there any expenses paid in before 30 June that relate partly or wholly to next year?
For example:

- Insurance – if fee funding please supply a copy of the invoice. Yes / No / N/A

Private Use

- Please provide details and dollar amounts of goods taken for private use. \$_____/Nil
- Commercial vehicles for personal use. Mileage as at 30 June. _____
- Motor Vehicles – please provide logbook, if applicable. Yes / No / N/A

Other Information

If there is any other information that you consider relevant, please attach.

If we are preparing your return for the first time, please provide:

- Copies of the most recent financial statements of each entity (company, trust, etc). Yes / No / N/A
- A copy of the last tax return of each party. Yes / No / N/A

Talk To Us Today About Your Financial Planning or Lending Needs. An Initial Meeting with One of Our Financial Advisers is at No Cost and No Obligation.