

BUSINESS CLIENTS CHECKLIST 2019 Financial Year

**Is your Business a Sole trader / Company / Trust / Partnership (please circle one)**

**Where item does not relate to your business, please mark as N/A**

 **Provided**

1. Manual Cashbooks or copy of MYOB/Quicken on CD/USB or an invite to dropbox.

 MYOB/Quicken Version: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are on the cloud using Xero or MYOB please send us an invite to access your accounts.

2. Bank Statements: Please provide all bank statements showing the balance as at 30 June 2019 and all bank reconciliation at 30 June 2019.

3. Loan Statements: Please provide all loan statements for the period 1 July 2018 to 30 June 2019:

4. Other sources of income – e.g. interest, share dividends, Trust Distributions

 Dividend statements:

 **Company Provided**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank account interest:

**Bank Account Provided**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Trust Distribution statements:

 **Trust Provided**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Were any assets purchased during the year

 If yes, provide for each: Asset 1 Asset 2

 Description \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Lease/HP/Chattel Mortgage documents:

Purchase contract:

Details of any trade in:

Invoice:

6. Were any assets sold during the year

 If yes, provide for each: Asset 1 Asset 2

Description: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Sale document:

Details of finance payout: *(where applicable)*

Invoice:

7. Debtors as at 30/6/19 (Total) $

 **Please provide list** **(where not on computer system**)

8. Creditors as at 30/6/19 (please provide breakdown)

 **Please provide list** (**where not on computer system**)

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9. Stock as at 30/6/19 **where applicable** (please attach stocktake sheets)

 Stock Balance 30 June 2019: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Any obsolete stock. If yes, please provide details

 Obsolete stock listing/value provided:

11. Cash expenses paid by owners *(where not entered on computer system*)

 Details provided:

12. Personal Superannuation Deductions

 If you are a sole trader or a partner in a partnership please provide

 the notice from your superannuation fund confirming your

 entitlement to a deduction. Please note without this you cannot claim

 a deduction for your own superannuation.

15. Wages. If you have employees please provide

 Copy of all PAYG Payment Summaries and PAYG Annual Payment summary

Copy of annual Workcover Reconciliation

Copy of Payroll Tax Reconciliation (if applicable)

Copy of Superannuation Reconciliation (if completed)

16. Taxable Payment Form

 If you are in the building industry and are required to complete a Taxable

 Payments form for all payments to your sub-contractors, please provide a copy.

# NAME OF BUSINESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## PLEASE MAKE SURE THAT YOUR NAME IS ON ALL BOOKS AND

***RECORDS INCLUDING COMPUTER DISKS***