

BUSINESS CHECKLIST

Please select the record keeping system used for your business:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Xero | <input type="checkbox"/> Cashflow Manager |
| <input type="checkbox"/> MYOB | <input type="checkbox"/> Excel/Bank statements |
| <input type="checkbox"/> QuickBooks | <input type="checkbox"/> Cashbook/Workbook |
| <input type="checkbox"/> Reckon | <input type="checkbox"/> Other: _____ |

How would you like us to access your information?

- Online Access:** please send an invite from your program to your accountant.
- Program Backup File:** email or thumb drive.
- Printed:** provide trial balance, general ledger, profit & loss, balance sheet and bank statement @ 30 June 2021.

Did your business purchase, sell or dispose of any assets?

- Purchase: provide details of the purchase including the invoice & loan details.
- Sell: provide details of the sale, including loan payouts.
- Dispose: review previous year's assets and confirm if any assets have been made obsolete.

Do you have any employees or contractors?

- I used Single Touch Payroll to report the wage to the ATO.
- I used PAYG summaries and statements and posted them to the ATO.
- I have completed a Taxable Annual Payment Report (TPAR) and reported it to the ATO.

What was the status of your debtors & creditors at 30th June 2021?

- Debtors: \$_____
- Creditors: \$_____

Do you have an outstanding business loans?

- Yes: provide copies of the loan statements between 01/07/20 to 30/06/21.
- No.

Did you have stock as of the 30th June 2021?

- Yes: determine the value of your closing stock \$_____ (excl. GST).
- No.