

# 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:** please provide via email or USB.
- Printed:** provide trial balance, general ledger, profit & loss, balance sheet and bank statement @ 30 June 2023.

## 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 wages to the ATO.
- I used PAYG summaries and statements and posted them to the ATO.
- I have completed a Taxable Payments Annual Report (TPAR) and reported it to the ATO.

## What was the status of your debtors & creditors at 30<sup>th</sup> June 2023? (if not in software)

- Debtors: \$\_\_\_\_\_
- Creditors: \$\_\_\_\_\_

## Do you have any outstanding business loans?

- Yes: provide copies of the loan statements between 01/07/22 to 30/06/23.
- No.

## Did you have stock as of the 30<sup>th</sup> June 2023?

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