

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:** please provide the trial balance, general ledger, profit & loss, balance sheet and bank statement @ 30 June 2025.

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 30th June 2025? (if not in software)

- ☐ Debtors: \$_____ (inc GST)
- ☐ Creditors: \$_____ (inc GST)

Do you have any outstanding business loans?

- ☐ Yes: provide copies of the loan statements between 01/07/2024 to 30/06/2025.
- ☐ No.

Did you have stock as of the 30th June 2025?

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