



A.L.L. BUSINESS

Certified Practising Accountant

BUSINESS CHECKLIST

Business Records

| | Yes | No | Encl | N/A |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Backup disk of Computerised Data File - MYOB, QuickBooks, Cashflow Manager, E-Record, Excel etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Version of software used: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If data file is password protected: password _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Printed copy of General Ledger if using industry specific software. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of prior year financial statements, income tax returns and depreciation schedules. New Clients only. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stocktake at 30th June - Excluding GST. Usually cost price. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Business Income

| | Yes | No | Encl | N/A |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Cash Receipts - Cash register tapes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sales Invoices | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Deposit Books | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accounts Receivable Listing at 30th June (Debtors) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| List of Bad Debts written off during year. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Business Income | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Business Expenses

| | Yes | No | Encl | N/A |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Invoices for all expenditure incurred. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cheque Books | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BPAY and Electronic transaction verification | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of private portion allocations for expenses - Telephone, Electricity, Home Office Expenses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Motor Vehicle Log Book and Vehicle Specifications | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accounts Payable Listing at 30th June (Creditors) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Employee Details

| | Yes | No | Encl | N/A |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Wages Books for all staff including associated employees | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of PAYG Summaries issued together with annual summary statement. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Superannuation Guarantee Annual details for all eligible staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TFN Declarations for all new staff employed during year | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

