



BUSINESS CHECK LIST

For the financial year 1 July 20__ to 30 June 20__

Business Name: _____
ABN/Tax File No: _____
Client's Name: _____ **Phone No:** _____
Client's Email: _____

<u>YES/NO</u>	<u>Comments</u>
_____	Cash Book _____
_____	Computer Back-up Disk _____
_____	Computer Program Version _____
_____	Goods paid from cash _____
_____	Business Bank Accounts/Bank Statements (<i>Stmt's attached</i>) _____
_____	Bank Reconciliations (<i>Reconciliation attached</i>) _____
_____	Business Loan Accounts/Bank Statements (<i>Stmt's attached</i>) _____
_____	Cheque/Deposit Books _____
_____	Credit Card Stmt's (<i>Visa/ MasterCard/Bankcard</i>) _____
_____	Barter Card, American Exp Stmt _____
_____	Business Activity Stmt's _____
_____	Instalment Activity Stmt's _____
_____	Trade Debtors _____
_____	Trade Creditors _____
_____	Stock on Hand Figure at 30.06. __ __ _____
_____	Work in Progress at 30.06. __ __ _____
_____	Capital Items Purchased/Sold (<i>invoice attached</i>) _____
_____	New Leases/Hire Purchase/Chattel Mortgage's (<i>documents attached</i>) _____
_____	Leases/Hire Purchase/Chattel Mortgage's paid out before 30.06. __ __ _____
_____	Other Loans _____
_____	Dividends Received _____
_____	PAYG Payment Summaries for period _____
_____	Home Office expenses (Telephone, Electricity) _____
_____	Motor Vehicle Log Book - Private _____
_____	Business related travel details (<i>e.g. no. nights away + location</i>) _____
_____	Insurance (Life/Income Protection/Public Liability) _____
_____	Long Service Leave _____

Accountant: _____ **Date:** _____

Accountant Notes: _____