

Checklist for Business Owners

- 1 **Do you use a computer software program for your record keeping? If yes, please provide the following information:**
 - For MYOB, E-Records, Quicken or Cashflow Manager you can simply drop in a copy of the latest backup and a bank statement showing the balance as at 30 June 2011.
 - For XERO, simply let us know when you have reconciled you bank accounts and provide a bank statement showing the balance as at 30 June 2011.
 - For all other programs, please print out a trial balance, general ledger, profit & loss and balance sheet as at 30 June 2011. A copy of the bank statement for the 30 June 2011 will also be needed.

- 2 **Do you use a cashbook for your record keeping?**
 - Send us your cash book and copies of the bank statements for the past financial year.

- 3 **If neither of the above methods are applicable, please send us either:**
 - Bank statements, deposit slips and all cheque books for this financial year or;
 - A summary of your income and expenses as well as a copy of the bank statement as at 30 June 2011.

- 4 **Did you purchase any business equipment during this financial year?**
 - Please provide details of the purchase, including a copy of the invoice and any relevant loan details if applicable.

- 5 **Did you sell/dispose of any equipment during this financial year?**
 - Please provide details of the sale (including relevant loan payout details if applicable).
 - You may also wish to review last year's asset list to determine whether any of the listed items should be scrapped.

- 6 **Do you have any employees?**
 - Please provide a copy of the reconciliation statement and payment summaries issued.

- 7 **Do you have any motor vehicles?**
 - Please provide the odometer reading at 1 July 2010 and 30 June 2011.

- 8 **What were your debtors & creditors as at 30 June 2011?**
 - Debtors at 30 June 2011 _____
 - Creditors at 30 June 2011 _____

- 9 **Do you have an outstanding business loan?**
 - Please provide copies of the loan statements for this financial year.

- 10 **Did you keep stock for resale?**
 - Please determine the value of your Closing Stock at 30 June 2011 (indicate whether this is cost price or market value - all amounts should exclude GST)

- 11 **Did you make a contribution to your superannuation fund during the financial year?**
 - Your superannuation fund should have issued you with the relevant paperwork to determine how much of these contributions you intend to claim as a tax deduction. Please provide us with a copy of these documents.

Signature of Taxpayer

Name (Print)

Date