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## Business Checklist Year End 30 June 2019

Business Name: .....

**Below is information required to complete your business accounts for the year ended June 2019.**

Please tick

1. Your reconciled MYOB/QuickBooks file via email or disk (please advise the version of MYOB or QuickBooks you are using), access to your Xero file or a reconciled cash payment/cash receipt book.  
If you are using alternate software, please contact our office to arrange the best method of providing the information.

Y N

2. A copy of the bank statements showing balance as at 30/6/2019 for all business bank accounts, credit cards and loan accounts.

Y N

3. Provide details of closing stock on hand as at 30/6/2019: \_\_\_\_\_

4. Copy of payment summary statements issued to all business employees showing gross wages / PAYG tax paid

Y N

5. Details of plant and property disposed between 1 July 2018 and 30 June 2019:

Asset	Date Disposed	Amount (\$)

6. Details of any assets purchased between 1 July 2018 and 30 June 2019 (including copies of relevant invoices).

If purchased by lease or hire purchase, please provide a copy of the agreement. Also details of any finance contracts paid out during the year including statements or letters.

Asset	Date Purchased	Amount (\$)

## Business Checklist Year End 30 June 2019 (cont)

7.	Motor vehicle log book ( <i>if applicable</i> ).  Please note that a new log book should be kept for 12 consecutive weeks every five (5) years for every new vehicle business motor vehicle purchased.	<b>Y</b>	<b>N</b>																		
8.	Ensure that details of private use of telephone, electricity and motor vehicle have been reflected in the accounts.	<b>Y</b>	<b>N</b>																		
9.	Copies of any financing documents for Commercial Hire Purchase and Chattel Mortgages.	<b>Y</b>	<b>N</b>																		
10.	Details about any large one off costs during the year, eg. Legal expenses or repairs and maintenance costs: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Date of the Transaction</th> <th style="width: 15%;">Amount (\$)</th> <th style="width: 70%;">Details of the Expense</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Date of the Transaction	Amount (\$)	Details of the Expense															
Date of the Transaction	Amount (\$)	Details of the Expense																			

### DECLARATION:

I declare that all of my business related income received for the period 1 July 2018 to 30 June 2019 has been disclosed in the details provided to you.

I can also confirm that all private usage of telephones, electricity and motor vehicles, has been disclosed in the information supplied to you also.

I verify that I have source documentation available to support all business transactions and am able to produce this documentation, if required.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_