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Business Checklist Year End 30 June 2016

Business Name:

Below is information required to complete your business accounts for the year ended June 2016.

Please tick

1.	<p>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.</p> <p>If you are using alternate software, please contact our office to arrange the best method of providing the information.</p>	Y	N																		
2.	A copy of the bank statements showing balance as at 30/6/2016 for all business bank accounts, credit cards and loan accounts.	Y	N																		
3.	Provide details of closing stock on hand as at 30/6/2016: _____																				
4.	Copy of payment summary statements issued to all business employees showing gross wages / PAYG tax paid	Y	N																		
5.	<p>Details of plant and property disposed between 1 July 2015 and 30 June 2016:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Asset</th> <th style="width: 25%;">Date Disposed</th> <th style="width: 30%;">Amount (\$)</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> </tbody> </table>	Asset	Date Disposed	Amount (\$)																	
Asset	Date Disposed	Amount (\$)																			
6.	<p>Details of any assets purchased between 1 July 2015 and 30 June 2016 (including copies of relevant invoices).</p> <p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Asset</th> <th style="width: 25%;">Date Purchased</th> <th style="width: 30%;">Amount (\$)</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>	Asset	Date Purchased	Amount (\$)																	
Asset	Date Purchased	Amount (\$)																			

Business Checklist Year End 30 June 2016 (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.	Y	N																		
8.	Ensure that details of private use of telephone, electricity and motor vehicle have been reflected in the accounts.	Y	N																		
9.	Copies of any financing documents for Commercial Hire Purchase and Chattel Mortgages.	Y	N																		
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;"> <thead> <tr> <th style="width: 15%; text-align: center;">Date of the Transaction</th> <th style="width: 15%; text-align: center;">Amount (\$)</th> <th style="width: 70%; text-align: center;">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															
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DECLARATION:

I declare that all of my business related income received for the period 1 July 2015 to 30 June 2016 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: _____