

**Companies, Trusts, Partnerships, Sole Traders & Other  
Businesses**

**Business Checklist**

Information Required	Yes/No	Comments
1. Cash on hand at 30 <sup>th</sup> June.		
2. Stock on Hand at 30 <sup>th</sup> June (GST exclusive).		
3. Work in progress at 30 <sup>th</sup> June (GST exclusive).		
4. Debtors – List of Debtors or <b>if using software please ensure reconciled and old debtors written off.</b>		
5. Creditors – List of Creditors including expense amount and GST. <b>If using software ensure reconciled and old creditors cleaned up.</b>		
6. Bad debts – name and amount written off (should be physically written off prior to 30 <sup>th</sup> June).		
7. <b>Single Touch Payroll (STP)</b> – Please ensure you have completed the end of year finalisation. Employers with 20 or more employees, this is required by the 14 <sup>th</sup> July. For less than 20 employees this is required by the 31 <sup>st</sup> July.		
8. <b>Taxable Payments Reports</b> – Please ensure you have completed and lodged taxable payments reports for contractors.		
9. Loan Statements covering the tax year July to June.		
10. Cash Books & Accounting Records – if computerised please provide the following: a. Back-up copy (soft copy) b. Bank/Credit Card statement showing 30 <sup>th</sup> June balance.		
11. Details of assets acquired or sold (date of disposal, sale price, date of purchase & cost price).		

12. Leasing, HP/Chattel Mortgage and Loan contracts.		
13. Sales Recorders/ Paid out of Draw Expenses.		
14. Investment and Term Deposit Statements & interest thereon.		
15. Share Broker's Statement or individual contracts for buy and/or sell.		
16. Dividend payment advice forms		
17. Managed Investment Statements and associated tax information guides.		
18. Contracts & Settlement Statements relating to Purchase or Sale of Business and/ or Property.		
<b>19. Log Books and Odometer Readings</b>		
20. Your calculations of Business Activity Statements and copies of BAS Forms.		