



SMALL BUSINESS SCHEDULE

Client Name: _____

New clients should complete all items below. Returning clients need only provide those items not previously disclosed.

Trading Name:	_____	Comments
Type of Entity:	_____	
ABN:	_____	
Date Commenced Trading:	_____	
Main Business Description:	_____	
Are you Registered for GST?	Yes No	
Are you Registered for PAYG Withholding?	Yes No	
If Yes, When do you Report?	☐ Monthly ☐ Quarterly ☐ Annually	

STAFF

Do you employ staff members?	Yes No
What Software used for Single Touch Payroll?	
Have your STP Summaries been Finalised?	Yes No
Are your SGC obligations up to date?	Yes No

INCOME

Did you receive income from the business this financial year?	Yes No	Electronic or Manual Book Keeping Records	☐
		Bank Statements	☐
		Bank Reconciliation	☐

EXPENSES

Do you have expenses associated with the operation of this business this financial year?	Yes No	How are your receipts recorded?
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BUSINESS DETAILS			Evidence Required	Attached
ASSETS				
Do you have stock on hand?	Yes No	Value: \$	Please provide copy of Stock Take	☐
Are all your Invoices issued through your Accounting Software?	Yes No			
Did the business purchase any durable items valued at over \$20,000.00 this year?	Yes No		Please Include Depreciation Schedule if you have any plant and equipment that has not been written off. Did any of these qualify as energy efficient?	
Description:	Date Purchased:	Purchase Value:		
	/ /	\$		
	/ /	\$		
	/ /	\$		
	/ /	\$		
Did you sell any existing business assets as at this financial year?	Yes No		Copy of previous year's tax return including	☐
Description:		Amount Received:		
		\$		
		\$		
		\$		
		\$		
LIABILITIES				
Did you have any outstanding invoices for your Suppliers as at 30 th June that are not entered in your Accounting Software?	Yes No	Value: \$		
Does the business have any loans?	Yes No	Value: \$	Bank Statements	☐

Does the business operate an overdraft facility?	Yes No	Value: \$	Bank Statements	☐
Does the business operate a credit card facility?	Yes No	Value: \$	Bank Statements	☐