

BUSINESS CHECKLIST

Items	Items
General	○ Copy of Last year's income tax return and full business financials (new clients only)
	○ File Backup or invite to online software
	○ If not using accounting software, <u>cheque books, deposit books, receipts or a copy of manual journal or books if kept</u>
	○ Details of any purchases or sale of shares/investment property/business
Business Income	○ Other Business Income
	○ Closing Stock Value (if relevant)
	○ Closing Stock Numbers (if relevant)
	○ Bank interest earned from banks building societies etc
	○ Share dividend statements
	○ Rental property income (rental checklist on website)
Business Expense	○ Full list of business expenses as well as receipts and any supporting documentation (if using manual system)
	○ Repairs made , legal expenses etc
	○ Log book (unless 2 door ute or van) Logbook needs to be kept for a period not less than 12 weeks and redone every 5 years.
	○ Donations
	○ Cost of managing tax affairs (if new client)
	○ Professional development
	○ Any work related expenses that you may consider relevant to your business (not included in file)

	○ Credit Card or cash expenses (not included in software program)
Liabilities	○ Relevant documents and details of loan, hire purchases agreements, leases and bank periodical payments.
	○ Creditors list (amount owed by you) at end of year
	○ Details of any other liabilities.
	○ Photocopies of Bank Statements for the whole year or relevant period
	○ Bank reconciliation as at 30 June (if available)
	○ Cheque butt and deposit books (unless you are using accounting software)
	○ Debtors list (amounts owed to you) at end of year
	○ List of any assets including plant, equipment and motor vehicles purchased, sold or scrapped during the year (including acquisition and disposal dates and amounts).
	○ List of any prepaid amounts
Other	○ Bank Interest on business accounts & associated loans
	○ Telephone & Internet usage
	○ Motor Vehicle usage