



FINANCIAL STATEMENT & TAXATION RETURN - BUSINESS CHECKLIST

BUSINESS NAME: _____

Description of main business activity: _____

Date documents provided: _____

To help us to complete your work in a more timely manner please complete this document and provide the necessary information.

Contact Details:

Home Address _____

Postal Address (if different to above) _____

Contact Phone Number _____

Email Address _____

SOURCE DOCUMENTS REQUIRED

(Tick boxes if you have attached the information)

Cashbook, or

Bank statements for full financial year & cheque butts, or

Back up of computerised accounting system

(i.e. QuickBooks, Quicken etc)

Accounting Package & Version _____

Password _____

If back up is in excess of two floppy disks please provide CD or USB back up instead.

ADDITIONAL SUPPORTING DOCUMENTATION

- | | | | |
|--|--------------------------|--|--------------------------|
| Copy of 30 June Bank Statements | <input type="checkbox"/> | FBT Return | <input type="checkbox"/> |
| Copy of 30 June Bank Reconciliation | <input type="checkbox"/> | Loan statements for financial year | <input type="checkbox"/> |
| Creditors listing at 30 June, GST inclusive & showing GST amount | <input type="checkbox"/> | Debtors listing at 30 June, GST inclusive & showing GST amount | <input type="checkbox"/> |
| | | Stocktake at 30 June | <input type="checkbox"/> |
| Copy of PAYG Summary Statement | <input type="checkbox"/> | Details of any capital purchases | <input type="checkbox"/> |
| Workcover Annual Reconciliation Statement | <input type="checkbox"/> | Copies of new finance contracts | <input type="checkbox"/> |
| Payroll Tax | <input type="checkbox"/> | Motor Vehicle Log Book | <input type="checkbox"/> |

Motor Vehicle Odometer reading

Vehicle: _____ Kilometres: _____
 Vehicle: _____ Kilometres: _____

Primary Producers

	Number		Number
Stock on Hand at 30 th June		Natural Increase	
Quantity Sold		Quantity Purchased	
Deaths		Killed for Rations	

- | | |
|-----------------------------|--------------------------|
| Milk Statements | <input type="checkbox"/> |
| Trading Accounts | <input type="checkbox"/> |
| Livestock Agents Statements | <input type="checkbox"/> |