



**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 <sup>th</sup> 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"/> |