

Business - Check List

Full Name: _____

Business Name: _____

Financial year: ____/____/____

Contact Phone Number: _____ Email: _____

If we are preparing your return for the first time, please supply the following:

Last Years' Financial Statements Attached ☐

Last Years' Business Tax Return Attached ☐

Accounting Software

Accounting software version: _____

Accounting software username: _____

Accounting software password: _____

Accounting software backup: _____ Attached ☐

If not an Accounting Software package, please provide the following for the last financial year:

- | | |
|-------------------------------------------|-----------------------------------|
| 1. Profit & Loss Statement | Attached <input type="checkbox"/> |
| 2. Balance Sheet | Attached <input type="checkbox"/> |
| 3. General ledger Report | Attached <input type="checkbox"/> |
| 4. Trial balance and bank reconciliations | Attached <input type="checkbox"/> |

Bank/Loan Statements

Have all bank accounts been reconciled up to 30 June: Yes/No

All bank statements for the period 1st July - 30th June: Attached ☐

All loan statements for the period 1st July - 30th June: Attached ☐

Debtors/Creditors

Is the balance at 30 June correct: Yes/No

Is the debtors/creditors account's reconciled: Yes/No

Please supply a list of bad debts written off or to be written off at 30 June:

Please provide a list of your debtors/creditors as at 30 June (the figures should be net of GST)

Fixed Assets:

Please supply the following:

1. Invoices of assets acquired during the year. Attached ☐
2. Receipts for assets sold during the year, including date and consideration received. Attached ☐
3. Details of any assets that have been scrapped, taken for personal use or traded in. Attached ☐

Investments

Please provide the following:

1. Schedule of investments held at 30 June, including cash management and term deposit accounts
Attached ☐
2. Investments acquired during the year, date and cost of acquisition **Attached** ☐
3. Investments sold during the year, date of disposal and consideration received **Attached** ☐
4. Details of investment income received during the year, including dividends, interest and trust taxation summaries **Attached** ☐

Leases & Hire Purchases

Please supply the following:

1. Contracts for any new leases or hire purchase or chattel mortgage agreements entered into during the year. Attached ☐
2. Details on any leases, hire purchase or chattel mortgage agreements paid out during the year. Attached ☐

Motor Vehicles

#	Model	Private Use %
Motor Vehicle 1		
Motor Vehicle 2		
Motor Vehicle 3		

Please Note: Motor Vehicle log books are valid for 5 years. If the current year is the first year that you are using the log book, it must cover at least 12 continuous weeks.

Plant & Equipment

- List of plant & equipment sold or purchased during the year: Attached ☐
- Copy of finance contracts for any equipment purchased during the year: Attached ☐
- Copy of invoices regarding the purchase or sale of plant during the year Attached ☐

Stock

Stock on Hand at 30 June, at cost: _____

Note: Please indicate whether or not the stock on hand figure is exclusive of GST.

Transactions not through the business

Were all sales banked and purchases paid through the business trading account during the year? Yes/No

If not, please provide details as to how these sales were used, and how the purchases were paid for:

Wages as reported on PAYG annual payment statement

PAYG annual summary statement as at 30 June

Attached ☐

All employee payment summary statements as at 30 June

Attached ☐

Other Business Expenses

Expense	Private Use %
Electricity	
Fuel	
Insurance	
Rates	
Telephone	

Additional Information

Copies of all BAS forms & accompanying work papers for the financial year:

Attached ☐

Vehicle log book (if applicable)

Attached ☐

All contracts/settlement statements for property purchased/sold during the year

Attached ☐

Declaration

I confirm that the above information is true and correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Signature of Trustee _____

Date Declared ____/____/____

How to send this form to HK Dilan:

Please select one of the following methods to send this form together with all supporting documentation to us for processing:

1. **Mail:** Po Box 1170, Cloverdale WA 6985
2. **Fax:** 08 9479 6319
3. **Scan and Email:** harsha.k@hkdilan.com.au