

CHECKLIST FOR BUSINESS OWNERS

1. Do you use a computer software program for your record keeping? If yes, please provide the following information:

- For MYOB, E-Records, Quicken or Cashflow Manager you can simply drop in a copy of the latest backup and a bank statement showing the balance as at 30th June 2009
 - For all other programs, please print out a trial balance, general ledger, profit & loss and balance sheet as at the 30th June 2009. A copy of the bank statement for the 30th June 2009 will also be needed
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2. Do you use a cashbook for your record keeping?

- Send us your cash book and copies of the bank statements for the past financial year
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3. If neither of the above methods are applicable, please send us either:

- Bank statements, deposit slips and all cheques books for 01/07/08 to 30/06/09 or;
 - Your collated receipts for 01/07/08 to 30/06/09
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4. Did you purchase any business equipment during this financial year?

- Please provide details of the purchase (including relevant loan details if applicable)
 - We will also require a copy of the invoice to determine whether or not the extra tax bonus is available.
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5. Did you sell/dispose of any equipment during this financial year?

- Please provide details of the sale (including relevant loan payout details if applicable)
 - You may also wish to review last year's asset list to determine whether any of the listed items have been made obsolete.
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6. Do you have any employees?

- Please provide a copy of the reconciliation statement and group certificates issued.
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7. What were your debtors & creditors as at 30th June 2009?

- Debtors @ 30th June _____
 - Creditors @ 30th June _____
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8. Do you have an outstanding business loan?

- Please provide copies of the loan statements between 01/07/08 to 30/06/09.
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9. Did you keep stock for resale?

- Please determine the value of your Closing Stock @ 30th June 2009 _____
(This should be recorded at cost price, exclusive of GST)
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10. Did you make a contribution to your superannuation fund during the financial year?

- Your superannuation fund should have issued you with the relevant paperwork to determine how much of these contributions you intend to claim as a tax deduction, please provide us with a copy of these documents.
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Please refer to the individual checklist for further information needed to complete your personal returns