

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 2011
 - For all other programs, please print out a trial balance, general ledger, profit & loss and balance sheet as at the 30th June 2011. A copy of the bank statement for the 30th June 2011 will also be needed

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

3. **If neither of the above methods are applicable, please send us either:**
 - Bank statements, deposit slips and all cheques books for 01/07/10 to 30/06/11 or;
 - Your collated receipts for 01/07/10 to 30/06/11

4. **Did you purchase any business equipment during this financial year?**
 - Please provide details of the purchase (including relevant loan details if applicable)

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.

6. **Do you have any employees?**
 - Please provide a copy of the reconciliation statement and group certificates issued.

7. **What were your debtors & creditors as at 30th June 2011?**
 - Debtors @ 30th June _____
 - Creditors @ 30th June _____

8. **Do you have an outstanding business loan?**
 - Please provide copies of the loan statements between 01/07/10 to 30/06/11.

9. **Did you keep stock for resale?**
 - Please determine the value of your Closing Stock @ 30th June 2011 _____
(This should be recorded at cost price, exclusive of GST)

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.

Please refer to the individual checklist for further information needed to complete your personal returns