

SMALL BUSINESS CHECKLIST...



Please provide the following information to help us to provide better service in the processing of your work

- Bank statements for all accounts
- Electronic file (MYOB, Quickbooks, Cashflow Manager etc.)
- Bank reconciliation (if available)
- Cheque books (if applicable)
- Deposit books (if applicable)
- Clearly mark deposits which are not income such as loans, proceeds from sale of assets, personal funds banked
- Cash books or computer listings and similar records (if available)
- List of expenses paid out of private funds or accounts
- List of amounts payable to trade creditors
- Other amounts payable – e.g. wages, group tax, superannuation, payroll tax, workcover, electricity, phone
- Amounts prepaid e.g. rent, insurance (note period covered)
- Amounts owing by debtors and any doubtful or bad debts
- Stock on hand (if applicable)
- Plant, vehicles or equipment purchased or sold during the period (date and amount)
- Lease/hire purchase agreements on any new plant or motor vehicles
- Holiday pay/long service leave owing (if applicable)
- Loan account statements for the period
- Capital gains information – contract and settlement statements on sale/purchase of properties or investments
- PPS tax deduction forms (if applicable)

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ACCOUNTANTS

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Level 1, 23 Greenhill Road Wayville South Australia 5000 • Postal address: PO Box 10167 Adelaide BC 5000

Telephone (08) 8373 3799 • Facsimile (08) 8377 7355