

2011 Financial Statements / Business' Checklist

Name: _____

Address: _____

Contact No: _____

Email: _____

ACCOUNTS & LOANS

- 1 Please provide a copy of your computerised data file. Yes No N/A

Name of Program (i.e. MYOB)	Version Number	Password

- 2 Please provide bank statements for the period 1 July 2010 to 30 June 2011 for all **bank accounts** and **bank loans**. Yes No N/A
- 3 Please provide bank reconciliations or all bank accounts as at 30 June 2011. Yes No N/A

ASSETS

- 4 Please provide details of assets **purchased** during the year (greater than \$300). Include copy of invoice. Yes No N/A
- 5 Please provide details of assets **sold** during the year. Yes No N/A
- 6 Please review your depreciation schedule from 2010. Have any of these assets been scrapped, taken for personal use or traded in? Yes No N/A

INVESTMENTS / PROPERTY

- 7 Please provide details of all investments / property **income** received during the year. This may include the following: Yes No N/A
- Dividend Statements Yes No N/A
 - Interest Statements Yes No N/A
 - Trust Taxation Summaries Yes No N/A
 - Rental Property Statements Yes No N/A
- 8 Please provide details of all investments / property **purchased** during the year. This may include the following: Yes No N/A
- Date of purchase Yes No N/A
 - Cost of acquisition Yes No N/A
 - Copy of contract for purchase Yes No N/A
 - Copy of settlement statement Yes No N/A

INVESTMENTS / PROPERTY - continued

- 9 Please provide details of all investments / property **sold or disposed** during the year. This may include the following: Yes No N/A
- Date of disposal Yes No N/A
 - Consideration received Yes No N/A
 - Copy of contract for purchase Yes No N/A
 - Copy of settlement statement Yes No N/A

EXPENDITURE

- 10 Please supply a list of trade creditors as at 30 June 2011. Yes No N/A
- 11 Please provide a copy of credit card statements up to and including 30 June 2011. Yes No N/A
- 12 Please provide details of any major prepayments (any expense paid in advance that spans two financial years) as at 30 June 2011. For example:
- Subscriptions Yes No N/A
 - Insurance Yes No N/A
 - Internet / Phone Access Yes No N/A
 - Legal Fees Yes No N/A
- 13 Please provide details of any expenditure incurred personally by Directors on behalf of the business and not reimbursed. Yes No N/A
- 14 Please provide support for all major expenditure allocated to repairs and maintenance. Yes No N/A

ACCOUNTS RECEIVABLE

- 15 Please supply a list of trade debtors as at 30 June 2011. Yes No N/A
- 16 Please provide a list of bad debts written off or to be written off. Yes No N/A

PAYROLL

- 17 Please provide wages reconciliation at 30 June 2011, including PAYG Payment Summaries and Year-End Summary Statement. Yes No N/A
- 18 Please provide confirmation from superannuation funds showing compulsory employee superannuation contributions, including date of payment. Yes No N/A
- 19 Please provide a schedule of leave entitlements as at 30 June 2011, including:
- Employee Name Yes No N/A
 - Number of Days Owed Yes No N/A
 - Entitlement Amount \$ Yes No N/A

LEASES / HIRE PURCHASE

- 20 Please provide a copy of any finance/lease/hire purchase agreements **entered into** during the year. Yes No N/A
- 21 Please provide details for any agreements (finance/lease/hire purchases) **paid out** during the year. Yes No N/A
- 22 Please provide details for any agreements (finance/lease/hire purchases) **refinanced** during the year. Yes No N/A

GST

- 23 Please provide copies of all Business Activity Statements (BAS') lodged for 1 July 2010 to 30 June 2011. Yes No N/A