

BUSINESS CHECKLIST

Business name:

Related Client:

Appointment Date/Time:

Once you have collated all of the below information please contact our office on 5977 6210 to make an appointment.

Please note that when vital information is not present at the time of your appointment this can lead to a delay in the processing of your accounts and will increase the final cost to yourself.

- | | N/A | Encl. |
|--|--------------------------|--------------------------|
| • Copy of data file or cashbook | <input type="checkbox"/> | <input type="checkbox"/> |
| • Bank reconciliation as at 30 June 2022 | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of bank statements as at 30 June 2022 for all accounts (including loan accounts and credit card statements) | <input type="checkbox"/> | <input type="checkbox"/> |
| • List of creditors (amount you owe) | <input type="checkbox"/> | <input type="checkbox"/> |
| • List of debtors (amount owed to you) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Evidence of amounts paid into superannuation funds for employees | <input type="checkbox"/> | <input type="checkbox"/> |
| • Invoices for any new motor vehicles or equipment purchased and the Finance Agreements | <input type="checkbox"/> | <input type="checkbox"/> |
| • List of stock/materials on hand as at 30 June 2022 | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of PAYG Summary Statement | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of WorkCover Certificate of Rateable Remuneration or original if not completed. | <input type="checkbox"/> | <input type="checkbox"/> |

2022 Business Checklist