

## **BUSINESS CHECKLIST**

Business name: .....

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.

# 2023 Business Checklist

- |  | N/A                      | Encl.                    |
|--|--------------------------|--------------------------|
| • Copy of data file or cashbook  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Please make sure all Bank Accounts are reconciled in your file as at 30 June 2023                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of bank statements as at 30 June 2023 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"/> |
| • Reconcile employee super contributions   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Invoices for any new assets purchased including motor vehicles or equipment and the Finance Agreements if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| • List of stock/materials on hand as at 30 June 2023   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of WorkCover Certificate of Rateable Remuneration or original if not completed                                  | <input type="checkbox"/> | <input type="checkbox"/> |