



BUSINESS CLIENT CHECKLIST

Financial Year Ended 30 June 2016

Entity Name(s):

Contact Name: _____

Contact Number: _____

Once Completed Please include this Checklist along with all other documents and files required in preparing your financial reports and tax returns

Do you use an Accounting Based Software Package? YES NO

(If YES Please complete the following table)

Software Package Used	
Version	
Cloud Based	YES <input type="checkbox"/> NO <input type="checkbox"/>
Username	
Password	
Bank Reconciled to	
Date of Backup	
Have ALL transactions been entered into your book keeping records for the year ended 30 June 2016?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is Bank Statement for 30 June 2016 Attached?	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If NO Please complete the following table)

Have ALL Income and Expenses been attached for the year ended 30 June 2016?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have the Bank Statements From 1 July 2015 to 30 June 2016 Been Attached?	YES <input type="checkbox"/> NO <input type="checkbox"/>

During the 2015/ 2016 Financial Year did you have any of the following?

	YES	NO	Documents Attached
Interest received on investments?			
Contributions from Directors/Partners?			
Dividends received?			
Other investment income?			
Other income? Please specify.....			

Did you pay any wages during the 2016 Financial Year? YES NO

How Many Employees did you have for the 2016 Financial Year? _____

How Many of the Above Employees are Apprentices? _____

	YES	NO	Documents Attached
Have you completed the PAYG Payment Summaries (Group Certificates)?			
Have you Reported the PAYG Payment Summaries to the ATO?			
Is there an amount of Wages owing/still to be paid as at 30 June 2016			
Have you lodged your Workcover Declaration for the 2016 Financial Year?			

Were you required to pay Superannuation for the 2016 Financial Year? YES NO

	YES	NO	Documents Attached
Have you reported all Superannuation Obligations?			
Have you Paid all Superannuation Obligations?			
Is there an amount of Superannuation owing/still to be paid as at 30 June 2016			

Were you required to complete Business Activity Statements/Instalment Activity Statements during the financial year? YES NO

Are your Business Activity Statements/Instalment Activity Statements up to date?
YES NO

Were there any private expenses paid by the business, such as...

	YES	NO	Business Use %
Home Telephone?			
Electricity?			
Gas?			
Water?			
Internet?			
Other? Please Specify			

	YES	NO	Documents Attached
Did you have any business expenses that may have been paid by personal cash/funds that were not included in your book keeping records?			
Were credit cards used to purchase goods etc for the business?			

	YES	NO	Balance at 30 June 2016
Did you have any Debtors (amounts owing to you) as at 30th June 2016?			
Did you have any Creditors (amounts you owe) as at 30th June 2016?			
Do you keep stock?			
Do you keep track of work in progress?			

	YES	NO	Documents Attached
Did the business purchase or dispose of any Motor Vehicles during the 2016 year?			Invoice <input type="checkbox"/> Loan Docs <input type="checkbox"/> Trade In <input type="checkbox"/> Other <input type="checkbox"/>
Did the business purchase any assets less than \$20000 during the 2016 year?			Invoice <input type="checkbox"/> Loan Docs <input type="checkbox"/> Trade In <input type="checkbox"/> Other <input type="checkbox"/>
Did the business sell or dispose of any assets during the 2014 Financial Year?			Invoice <input type="checkbox"/> Loan Docs <input type="checkbox"/> Trade In <input type="checkbox"/> Other <input type="checkbox"/>
Did the business sell or dispose of any Real Estate during the 2014 Financial Year?			Contracts <input type="checkbox"/> Loan Docs <input type="checkbox"/> Other <input type="checkbox"/>
Did the Business Take out any Loans during the year? (Other than those listed above)			

Did your business activities involve Livestock?

Opening number	
Number purchased	
Number sold	
Natural Increase	
Deaths	
Rations	
Closing Stock Number	

Are there any other Comments or Concerns in relation to your Business Tax for the year ended 30 June 2016?

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