Business Checklist

Name of Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill in this checklist for each entity you have.

Our preferred method of receiving the information is via email (mailto:reception@bsmcpa.com.au), if you can provide us with a pdf or scanned version of your records listed below, it would be greatly appreciated.

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| **Information** | **Information Provided** | **Not Applicable** |
| **ASSETS** |  |  |
| Bank statements for the period 1 July 20\_\_ to 30 June 20\_\_ | [ ]  | [ ]  |
| Did you commence any new bank account sduring the year? If so, please list below & provide the bank statements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  | [ ]  |
| Cheque book butts and deposit books | [ ]  | [ ]  |
| Details for depreciable assets bought and sold or scrapped during the year | [ ]  | [ ]  |
| Details of rent or leasing including annual summary statement | [ ]  | [ ]  |
| Maturity notices for term deposits | [ ]  | [ ]  |
| Dividend statements & Distribution statements  | [ ]  | [ ]  |
| Statements of returns of capital (from shares) | [ ]  | [ ]  |
| Contract notes and settlement statements for any shares purchased & sold | [ ]  | [ ]  |
| Details of any other investments purchased | [ ]  | [ ]  |
| Details of insurance policies prepaid for the following year | [ ]  | [ ]  |
| Details of work-in-progress | [ ]  | [ ]  |
| Listing of trade debtors with amounts outstanding | [ ]  | [ ]  |
| Value of stock as at 30 June 2015 (and basis of valuation) | [ ]  | [ ]  |

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| **Information** | **Information Provided** | **Not Applicable** |
| **LIABILITIES** |  |  |
| Accrued expenses (eg audit fees and bonuses) and unearned revenue | [ ]  | [ ]  |
| Details of all loans | [ ]  | [ ]  |
| Listing of trade creditors with amounts owing | [ ]  | [ ]  |
| Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year | [ ]  | [ ]  |

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| **Information** | **Information Provided** | **Not Applicable** |
| **EQUITY** |  |  |
| Details of any changes to shareholdings | [ ]  | [ ]  |
| Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates | [ ]  | [ ]  |
| Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year | [ ]  | [ ]  |
| Details of leases entered into and terminated during the year | [ ]  | [ ]  |

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| **Accounting Software** | **Yes** | **No** |
| Do you use an accounting software? If so, please provide us with the name and version you are using?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Would you like to be contacted and provided more information about cloud based accounting software? | [ ]  | [ ]  |
| Please provide us with a copy of the accounting software for 20\_\_ , if you have already got cloud based accounting software, please contact us to set up administration rights to the file |  |  |

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| **Management**  | **Yes** | **No** |
| Are you interested in restructuring your business in the coming year | [ ]  | [ ]  |
| Are you SuperStream compliant?  | [ ]  | [ ]  |
| Would you like to discuss any other tax related issues? If so, please provide some information in the comments below  | [ ]  | [ ]  |

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| **Comments** |
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