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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