

BAS Checklist

Business details

Name _____

ABN _____ Quarter _____

Record keeping Method _____ Version _____

Password _____

Information at End of Quarter

Gross Wages to Employees _____ Tax Withheld _____

Cash on Hand _____ Debtors Balance _____

Creditors Balance _____ Super paid for Employees? Y N

Stock on Hand Value _____

Details of Expenses Paid by Cash _____

Private Use % of Business Assets _____

Information to be provided

Backup of Bookkeeping Program/ Cashbook/ Banklink forms	Y	N	N/A
Bank Statements	Y	N	N/A
Wages Books/Records	Y	N	N/A
Petty Cash Records	Y	N	N/A
BAS Form	Y	N	N/A