

Business Checklist

Business details

Name _____

ABN _____ Year Ending _____

Record keeping Method _____ Version _____

Password _____

Information at End of Year

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 & Loan Statements	Y	N	N/A
Wages Books/Records	Y	N	N/A
Payment Summaries Issued	Y	N	N/A
Petty Cash Records	Y	N	N/A
New Lease/ Hire Purchase/ Chattel Mortgage Agreements	Y	N	N/A
Copies of BAS's	Y	N	N/A