

**Business Checklist - Existing Clients - Using Computer/Online Software**

Business Name: \_\_\_\_\_

Advise any changes to:

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

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

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

Phone Number/s: \_\_\_\_\_

**Please ensure / provide:**

1 All Bank Accounts are reconciled as at 30 June 2016   
A copy of all bank accounts' June statement showing balance on 30 June 2016

2 Review Trade Debtors report and advise if any outstanding invoices are likely to be written off / uncollectible.   
If you don't record these in your software, please provide a list of unpaid invoices owing to your business as at 30 June 2016

3 Estimate of cost value of Stock held as 30 June 2016 / Actual stocktake value

4 Prepayments - if you paid amounts in advance (ie annual insurance premiums, rent) please enter time period in Memo/Description of the transaction (ie 1/10/15 - 30/09/16)

5 For any new assets, equipment, tools - please enter the description in the Memo/Description of the transaction (ie Office Desk)

6 For new vehicles, please provide the Tax Invoice

7 For vehicles / equipment financed during the year, please provide the Finance Documents (usually 2 pages that show the loan amount, term of loan, repayment amount, and any residual amount)

8 Review Trade Creditors report and advise if any outstanding invoices have already been paid (via credit card or cash)   
If you don't record these in your software, please provide a list of unpaid expenses owed by your business as at 30 June 2016

9 Bank Loans - Existing at 1/7/15 please provide a copy of the Loan Statement showing balance on 30 June 2016

Bank Loans - New during 2016 financial year please provide a copy of all Loan Statement from start to 30 June 2016

10 Loans to the Business:   
If you, a friend or family, or another entity has loaned money to your business please provide the details, include whether interest will be charged and when the loan is to be repaid (if specifics are known)

10 Has the PAYG Withholding Annual Report and its Payment Summaries been sent to the ATO yet?