



2009 ANNUAL BUSINESS TAX & FINANCIAL STATEMENTS CHECKLIST

To assist us in completing your 2009 Financial Accounts and Business Income Tax Return, please complete the following checklist and return to us together with the selected items.

	Yes	No	N/A
Source Accounting Software			
Copy of your 30 June 2009 reconciled data file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Login and password details [where applicable]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Source Documents - Assets			
Copy of the 30 June 2009 Bank Statement(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Debtors Listing at 30 June 2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of any assets purchased or sold during the year, including a copy of the invoice(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details [including value] of stock on hand at 30 June 2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of any provisions at 30 June 2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Source Documents - Liabilities			
Copy of Creditors listing at 30 June 2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Hire Purchase Agreement(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Lease Agreement(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Chattel Mortgage(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Bank Loan statements for the entire year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of any provisions at 30 June 2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Source Documents - Income & Expenses			
Details of any bad debts written off during the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of any legal fees paid during the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of any borrowing costs paid during the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Source Documents - Income & Expenses continued...

Yes No N/A

Copy of ATO Payment Summaries for salary and wage amounts paid

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Source Documents - Other

Copies of Business Activity Statements lodged during the year

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Signature

Date

Name (Print)