

2010 Business Checklist

(for company, sole traders, trusts etc)

You should review the following list prior to submitting your 2010 tax and accounting information. In most cases an emailed soft copy on pdf or similar may be provided to save paper. You are welcome to provide as little or as much of the following as you wish. i.e. we can run all reports for you from MYOB.

Kindly provide the following where applicable:

- i) Copy of MYOB / Quickbooks data file via email or CD. Please ensure you provide the log in name and password if this has been set
- ii) If you use another accounting package please provide a copy of the following:
 - year ended 30th June, 2010 trial balance
 - year ended 30th June, 2010 profit and loss statement
 - 30th June, 2009 Balance Sheet
 - Bank reconciliation report at 30.06.10
 - Trade Creditors reconciliation report at 30.06.10
 - Trade Debtors reconciliation report at 30.06.10
 - Print out of general ledger accounts for all asset purchase accounts, sundry income, lease payments, interest payments, other that you may wish our office to review (pdf version only)
- iii) Copy of 30.06.10 bank statement(s) for all company or business bank accounts
- iv) Copy of 30.06.10 loan statement(s) for the same
- v) Copy of any new finance contracts – lease / commercial hire purchase, together with the dealer invoice etc.
- vi) Copy of stock take summary at 30.06.10
- vii) Summary of cash on hand at 30.06.10
- viii) Any reconciliations you have for balance sheet accounts at 30.06.10
- ix) Copy of 30.06.10 BAS
- x) Copy of PAYG Payment Summary submitted to the A.T.O.
- xi) Copy of PAYG Payment summaries for directors
- xi) **IMPORTANT:** If you have incurred any plant & equipment expenditure it is vital that we review it's availability for the 50% or 30% investment allowance. Please make sure that you identify and advise any capital expenditure to our office.

Note: If you do not use a software package then we shall need details of all income / expenses per your manual cash book or bank statements.

We suggest that you consider implementation of MYOB or Quickbooks with a chart of accounts agreed by our office. We can assist you with this process.