

BUSINESS - END OF YEAR CHECKLIST

Business name

Year ending

RECORDS THAT MUST BE PROVIDED TO SCIACCA'S ACCOUNTANTS + ADVISERS

- Back up copy of program file (Xero, MYOB, Quickbooks etc) including **password and program version**
- Purchase and sale documents of all assets purchased & sold (ie: sale/purchase contracts)
- Copies of all new HP, Lease or Loan Agreements
- Bank Statement at 30 June for main working account and bank reconciliation
- A complete list of Debtors/Creditors at 30 June indicating amount owing and what for, eg \$330 for Telephone bill (if not included in your computer system.)
- Motor Vehicle Log Book indicating business use percentage for the year (if not provided previously or if new log book)
- Kilometres travelled during the year for business if claiming by c/km method
- Relevant business use percentage for home telephone, electricity
- Health Fund Statement

IMPORTANT QUESTIONS TO REVIEW AND ANSWER

(These are mandatory and must be completed)

The following is a list of questions that should be reviewed. If you answer "Yes" to any of the questions please **supply full details:**

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Has any business income been banked to an account other than the main business bank account? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has any income been received in cash and not banked? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Were any cheques received towards the end of the year which had not been banked by 30 June? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have any business expenses been paid for from private funds, credit card or cash that have not already been included? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have there been any cheques written that have not been mailed out by 30 June? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you incurred legal fees or borrowed money in this period? | <input type="checkbox"/> | <input type="checkbox"/> |

- | | Yes | No |
|--|--------------------------|--------------------------|
| 7. Have you, or any relative, or your family trust, or any company that you, or they, have shares in, received any goods or services from the business which has not been charged or paid for at normal market price? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you signed any agreements for hire purchase, the sale or purchase of land or any other assets, loans, or any agreement of any sort that may, or may not, have involved the payment or receipt of a deposit during this period? | <input type="checkbox"/> | <input type="checkbox"/> |

Signature

Date