

Business Information required for end of Financial Year

Contact Name: _____ Business Name: _____

In order to complete the Financial Statements and Tax Returns for your business please provide the following information. If you have any queries when completing this checklist please call our office on 9256 2777.

		Enclosed																		
Accounting Software Backup – if desktop based <ol style="list-style-type: none"> Reconciled data file backup on USB or sent via email Software Package _____ Version _____ Password _____ 		<input type="checkbox"/>																		
Accounting Software Invite – if cloud based <ol style="list-style-type: none"> MYOB - Invite myob.cloud@bqk.com.au as an administrator (not a file user) MYOB Essentials – Invite myob.cloud@bqk.com.au as an advisor (not administrator or standard user) Xero – Invite xero@bqk.com.au as an advisor and tick 'manage user access'. Also include payroll (if applicable). QuickBooks Online – Invite qbo@bqk.com.au Reckon Online – Share your company file. BQK Reckon Customer Number is 0010180-1 		<input type="checkbox"/>																		
Bank / Loan / Credit Card Statements <ol style="list-style-type: none"> Copies of Bank account statements as at 30 June Copies of Credit Card statements as at 30 June Copies of Loan account statements from 01 July to 30 June Balance of petty cash as at 30 June 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																		
Trade Debtors / Trade Creditors <ol style="list-style-type: none"> Debtors Listing as at 30 June - review listing for any bad debts and ensure reconciled Creditors Listing as at 30 June - ensure reconciled 		<input type="checkbox"/> <input type="checkbox"/>																		
Plant and Equipment <ol style="list-style-type: none"> Details of any new plant and equipment purchased including a copy of the purchase invoice Details of any plant and equipment sold or traded in including a copy of the sales invoice Details of any plant and Equipment written off or destroyed 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																		
Stock on Hand <ol style="list-style-type: none"> Value of stock on hand as at 30 June \$ _____ Value of work in progress at 30 June \$ _____ 																				
Hire Purchase / Chattel Mortgage Agreements <ol style="list-style-type: none"> Copies of new Hire Purchase / Chattel Mortgage agreements taken out during the year 		<input type="checkbox"/>																		
GST / BAS <ol style="list-style-type: none"> Copies of all Business Activity Statements for the financial year including worksheets and supporting information 		<input type="checkbox"/>																		
Wages / Superannuation <ol style="list-style-type: none"> Attach a copy of your PAYG Payment Summary Statement that was forwarded to the ATO The total amount of any unpaid superannuation contributions at 30 June \$ _____ 		<input type="checkbox"/>																		
Motor Vehicles <ol style="list-style-type: none"> Please send in any new log books if they have been kept Please detail any private use of Motor Vehicles as a percentage <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Motor Vehicle Make and Model</th> <th style="width: 20%;">Rego Number</th> <th style="width: 30%;">Percentage of Private Use (%)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Motor Vehicle Make and Model	Rego Number	Percentage of Private Use (%)															
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