



GENERAL CHECKLIST OF PRINCIPAL ITEMS REQUIRED FOR BUSINESSES

Please also refer to our other checklists for users of:

- Quickbooks
- MYOB
- Non – computer based systems and Quicken

In Particular Please Furnish

- Copies of any new finance agreements, contracts and approval letters i.e. for new property acquisitions, vehicle and equipment purchases
- Copies of all bank loan statements
- Where your turnover (including from your associated entities from outside sources) exceeds \$1M p.a. (average over past 3 years), please advise details of expenses greater than \$1,000 where the service from your supplier will also be received in the 2002 financial year from this payment e.g.
 - Advertising (yellow pages)
 - Insurance (general and workers compensation)
 - Rent
 - Lease payments
- Copies of all credit card statements for all business accounts for the full year
- Details of closing stock on hand as at 30 June.
- PAYG Reconciliation and a summary or copy of all the PAYG certificates Issued
- Copies of all BAS / IAS returns with details of lodgement dates and prepared payment / refund.

Please also note:

- The Superannuation Guarantee rate for 2002 is 8%
- Contributions for the 2001 year are required to be paid by 28/7/2001