



Jeffkins Accountancy

Income tax & Business Advisors
Knowledge, Advice, Results

2023 BUSINESS CHECKLIST

Please complete this checklist and supply along with any required information.

Business name: _____

SUPPLIED

✓ or X

	If we do not have access to your accounting software, supply us with an invite to the software.
	A copy of the business bank statement showing the closing balance on the account as at 30 June 2023. Please supply for each business bank account and credit card.
	Copies of all registration papers and insurance policies for the business. This includes public liability, income protection, tools, building etc.
	A copy of any purchase contracts for significant assets purchased during the year and the accompanying finance documents (if applicable). Items include vehicles, real estate, plant & equipment etc.
	Details of any asset sales or disposals such as car trade-in or real estate sales.
	Details of any major repairs or expense payments during the year that may be outside the norm for your business.
	Loan statements covering the full financial year for any loans held by the business.
	Receipts for any items that have not been paid through the business account or that have not yet been accounted for as part of your accounting function for the financial year.
	Information relating to any cash income that may not have been accounted for as part of your accounting function for the financial year.
	Details of any legal expenses paid including copies of invoices.

	Copies of the lodged PAYG Payment Summaries and Annual Statement as lodged to the ATO (If applicable).
	Copies of the lodgement and payment of employee superannuation obligations (if applicable).
	Details of your Debtors (money owed to you by clients) as at 30 June 2023.
	Details of your creditors (money you owed to suppliers) as at 30 June 2023.
	The Stock on hand as at 30 June 2023 if your business holds Stock.
	Details of any travel undertaken for business greater than 5 days in length along with the accompanying travel diary.
	Advise the business percentage use of items such as your home Electricity, Gas, Home phone & Internet.
	Copies of logbooks maintained for each vehicle used in the business with calculated business percentages.
	Details of any rental property information including agent statements, loan statements, council rates, water rates, repairs, Insurance, body corporate and other associated rental expenses.

Additional information:
