

# Faraci & Co

## Business Information Checklist

**Please return this completed information checklist with the information to be sent to our offices**

- Where possible provide copies of statements and expense receipts or written evidence and the reason for the expense incurred
- Provide any further information you think is relevant to the preparation of your financial statements and income tax returns of the business
- If you require personal income tax returns for you and/or family members please refer to our Individual Information Checklist for the information required.

### Accounting Data File (Computerised) Yes N/A Comment

If you **do** use a software package or excel spreadsheet to record your business transactions please use the checklist **as a reference guide** in providing the relevant information as required.

Back up of Accounting Data File and send via disk, CD or email			
Please provide (were applicable)			
Software package used - (eg MYOB, QuickBooks, Quicken or Cash flow Manager)			
Version Used			
User name			
Password			

### Accounting Data (Manual records)

If you **do not** use a software package or excel spreadsheet to record your business transactions please continue with this checklist **answering all questions** where possible and provide the source data as required.

All business bank statements for the financial year			
All deposit books and cheque butts			
All invoice books and employee record books			
All credit card statements highlighting the business expenses for the financial year			

### Bank Accounts & Credit Card Accounts

Bank and/or credit card reconciliation report as at 30 June			
Copy of bank statement and/or credit card statement showing final balances at 30 June for the financial year in question			

### Loan Accounts

Copy of all business loan statements for the financial year			
Please detail the reason for loan			

### Assets

Listing of any capital improvements for the year with supporting invoices, detailing the work performed			
Detail of any asset purchase or disposal for the year with supporting invoices including hire purchase, chattel mortgage or lease contracts if applicable			

### Investments

Details of all dividend statements, including Dividend Reinvestment Plan (DRP)			
Copies of all share Buy and Sale Contracts for the year, or alternatively a transaction listing from your Broker of all buy and sell details			
Managed Fund Annual Tax Statements for the year in respect of distribution income			
Managed Fund Annual Capital Gains Tax Statements (where units were sold)			
Details of income and expenses in relation to rental properties			
If rental property was purchased or sold during the year, please provide details - i.e. contract of sale, settlement statement, loan details, details of legal fees and borrowing costs etc.			

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## Business Information Checklist

ATO, Payroll & Work cover Obligations	Yes	N/A	Comment
Copy of Workcover Statement of Remuneration			
Copy of PAYG Payment Summary Statement and reconciliation of wages			
Copy of any GST reconciliations as at 30 June			
<b>General Ledger Review</b>			
<i>Please review the General Ledger before providing the data file, in particular but not limited to those listed below. Highlight any discrepancies, errors or any accounts that might require additional review by us.</i>			
Trade Debtors at 30 June or provide a detailed listing of those <i>that owe you money</i>			
Trade Creditors at 30 June or provide a detailed listing of those <i>you owe money to</i>			
Repairs and Maintenance for the year, including details of repairs			
Legal Expenses for the year, with supporting invoices			
Wages or Salary accounts			
Superannuation expenses / contributions			
Travel & Accommodation accounts, detailing the reason for the travel			
Petty cash expenditure for the year			
General or sundry accounts			
Rent & Rates accounts			
Insurance & Workcover accounts			
Director/shareholders/beneficiary loan account movements			
<b>Motor Vehicle Expense</b>			
Did you provide a motor vehicle for personal purpose to you or your employees?			
If yes please provided a Logbook highlighting business % (logbook must be less than 5 years old)			
Review all Motor Vehicle expense and allocations			
If you sold the motor vehicle that was used for business purposes please provide details of the sale			
<b>Other Information</b>			
Detailed list of out of pocket expenses not reimbursed by the business			
Details of any fringe benefit (personal) expenses provided to any employee			
Detailed stock sheets at 30 June, or confirmation of stock on hand at 30 June			
Details of any Work In Progress (WIP) at 30 June			
Any agreements entered into during the year by the business or the business owners			
Any correspondence from the ATO			
<b>Please provide any changes or additions to you contact details below</b>			
Names			
Home Address			
Business Address			
Telephone numbers			
Email			
Spouse details			
Children details			
Other information			