

1	Do you use computer software for your record keeping?	Yes	Send us a copy of the data (via diskette, CD, email) and a copy of all relevant bank statements showing the balances as at 30 June - Go to 6
		No	Go to 2
2	Do you reconcile your cashbook with the bank statements periodically?	Yes	Send us the bank reconciliation for period ended 30 June together with the bank statement showing the balance as at 30 June - Go to 3
		No	Send us a copy of your bank statements for the year ended 30 June with description of deposits and payments - Go to 3
3	Did you buy equipment/assets costing more than \$100 for that item?	Yes	Provide a list of the equipment/asset details, including description, cost and purchase date - Go to 4
		No	Go to 4
4	Do you have any debtors or creditors as at 30 June?	Yes	Provide detailed list of debtors and creditors as at 30 June - Go to 5
		No	Go to 5
5	Do you have a summary of the gross income received/invoiced and a summary of the purchases and expenses made for the year ended 30 June?	Yes	Provide the details of the income, expenses and other payments - Go to 6
		No	Go to 6
6	Do you use a motor vehicle (MV) for income producing activities?	Yes	Provide the type of MV together with a summary of all MV related expenses - Go to 6A
		No	Go to 7

6A	Do you have a logbook prepared for each MV used for income producing activities or a record of business related km's travelled per MV?	Yes	Provide copy of logbook or number of business km's for each MV - Go to 7
		No	You will need to discuss your options with your accountant - Go to 7
7	Did you sell/dispose of any asset?	Yes	Provide description of the asset, the sale price and date of disposal - Go to 8
		No	Go to 8
8	Do you have employees?	Yes	Go to 8A
		No	Go to 11
8A	Have you prepared the necessary PAYG summary documentation for your employees and completed and returned a PAYG summary to the ATO?	Yes	Provide a copy of each employee's PAYG Payment Summary together with a copy of the PAYG summary sent to the ATO - Go to 9
		No	Provide the documents you received from the ATO (i.e. PAYG Payment Summary's for your employees' and the annual PAYG summary) - Go to 9
9	Do you make superannuation contributions on behalf of your employees (including yourself, if applicable)?	Yes	Go to 9A
		No	You need to talk to your accountant - Go to 10
9A	Is the amount paid equal to or more than 9% of the gross salary of each employee?	Yes	Go to 10
		No	You need to talk to your accountant - Go to 10
10	Do you provide any fringe benefits to your employees? Note: We can provide you with guidelines as to what constitutes a fringe benefit, if needed	Yes	Provide details of fringe benefits received by your employees – Go to 11
		No	Go to 11

11	Did you buy or sell any shares or investments?	Yes	Provide the buy/sell contracts together with original purchase price - Go to 12
		No	Go to 12
12	Did you receive any dividends?	Yes	Provide dividend statement - Go to 13
		No	Go to 13
13	Did you have an outstanding loan (including any paid out during the year ended 30 June) to finance the running of your business?	Yes	Provide a copy of the loan statements together with any documentation for new loans set up during the year - Go to 14
		No	Go to 14
14	Do you keep stock for resale?	Yes	Provide the opening and closing stock on hand - Go to 15
		No	Go to 15
15	Is 80% of your income derived from one source?	Yes	You need to talk to accountant
		No	End of checklist

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