

BUSINESS INFORMATION

Name:

Appointment Date:

Appointment Time:

You will need to provide at 30 June:

	Total Amount	GST in Total (if Nil write Nil)	
Debtors	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	\$ owed to you by others
Creditors	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	\$ owed to others by you for which a cheque dated
			30 June or before has NOT been written out
Stock at Cost (Excl. GST)	<input style="width: 100%; height: 25px;" type="text"/>	N/A	Any stock in your possession regardless of whether
			or not it has been paid for (except consignment stock)
Work in Progress at Cost	<input style="width: 100%; height: 25px;" type="text"/>	N/A	(Excluding GST)
Income Received in Advance	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	
Cash on Hand	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	
O/Standing Superannuation	<input style="width: 100%; height: 25px;" type="text"/>	N/A	

We will also need:

1. Copy of Bank Statements showing balance at 30 June for all trading a/c's
2. Copy of all business loan statements 1 July - 30 June
3. Contract papers for any new loans, leases or hire purchases and trade in details
4. Property purchased/sold - copy of Offer & Acceptance and Settlement Statement
5. Copy of insurance premiums paid
6. Details of any prepayments made during the year
7. Copy of PAYG Payment Summary Statement
8. Copies of PAYG Summaries given to employees and others
9. Copies of BAS's (if you have prepared your own)
10. Odometer Reading for All Vehicles

Tick

For Farmers Only:

Livestock Numbers for each different type of livestock:

1. Natural increases
2. Deaths
3. Killed for rations
4. Closing stock
- PLUS:
5. Income Equalisation Deposits
6. Wool on Hand (Quantity)
7. Grain Pool Statements
8. Harvest Loan Statements
9. Wool Stock Distribution Statements

NB: If you are using a computerised accounting system please ensure you have reconciled all bank accounts and all invoices have been entered, then lock your package to 30 June.