



## BUSINESS CHECKLIST – Year ended 30 June 2021

Client Name:

### TO BE COMPLETED

Description	Details or supporting documents attached  If an item requested is not applicable please mark "N/A" against it
Bank Statements as at 30 June 2021 for each bank account	
Credit card Statements as at 30 June 2021 for each credit card used for the business	
Loan Statements for year – 1 July 2020 to 30 June 2021	
Details of new accounts or finance arrangements	
Debtors Listing as at 30 June 2021, reviewed with any bad debts indicated	
Creditors Listing as at 30 June 2021	
Stock on Hand as at 30 June 2021	
Capital Assets – purchased during the year – copy of each invoice	
Capital Assets – sold, traded or scaped during the year, copy of each sales invoice	
Copies of Annual PAYG Summary Statement and individual PAYG Payment Summaries	
<b>ADDITIONAL INFORMATION</b>	
Dividend Statements – 1 July 2020 to 30 June 2021	
Annual Trust Distribution Taxation Statements – 30 June 2021	