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BUSINESS CHECKLIST

Checklist of things to submit for us to prepare your financial reports and tax returns:

- MYOB file/Xero File** – reconciled to 30 June or after, including password and version or cash book or other program printouts. If you have a live file, we will ask you to invite us to be a user.
- Any questions you might have in regards to this year – from a data entry point of view or otherwise.
- Debtors list** – reviewed so that it is up to date (MYOB – Receivables Reconciliation Summary).
- Creditors list** – reviewed so that it is up to date (MYOB – Payables Reconciliation Summary).
- Depreciation schedule** – reviewed so that you have taken off any assets that may have been disposed of.
- Stock list** – a count of your stock on hand at 30 June (where applicable).
- Any **new assets** purchased? Provide a copy of the receipt.
- Bank statements** showing balances at 30 June.
- Loan statements** for all loans.
- Financing documents** – especially for new financing – pages showing total financed, interest charges and stamp duty.
- PAYG Withholding & BAS Statements** – to check that your claims for the year were correct.
- PAYG Instalments** - tax paid in advance for this year's tax.
- Are we completing your personal tax returns too?** Please check the individual tax return checklist to ensure we have all of your information.

YOUR BUSINESS HEALTH:

- Have you checked if you are insured properly?** If your business is underinsured, there are significant penalties if you make a claim?
- Are you a member of your local Chamber of Commerce and Industry?** Being a member can give you great benefits such as networking events, a weekly newsletter, and advertising discounts.
- Are you up to date with your BAS, Tax and Super obligations?** Directors of companies are personally liable for paying PAYG and Superannuation for employees if the company cannot pay.
- Have you looked at your Balance Sheet recently?** Do you know what it means? We can help!
- An owner should spend some time working ON the business, not just IN the business...** talk to us how.
- Have you completed your Personal Income Tax Returns?**