



Gerard McGrath & Associates Pty. Ltd. T/A

## Gerard McGrath Quality Accounting

A.C.N. 004 005 136 A.B.N. 93 004 005 136

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### BUSINESS CHECK LIST

#### For the financial year 1 July 2009 to 30 June 2010

Business Name: \_\_\_\_\_

ABN/Tax File No.: \_\_\_\_\_

Client's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Client's Email: \_\_\_\_\_

YES/NO	Comments
_____	Cash Book _____
_____	Computer Back-up Disk _____
_____	Computer Program Version _____
_____	Goods paid from cash _____
_____	Business Bank Accounts/Bank Statements ( <i>Stmt's attached</i> ) _____
_____	Bank Reconciliations ( <i>Reconciliation attached</i> ) _____
_____	Business Loan Accounts/Bank Statements ( <i>Stmt's attached</i> ) _____
_____	Cheque/Deposit Books _____
_____	Credit Card Stmts ( <i>Visa/ MasterCard/Bankcard</i> ) _____
_____	Barter Card, American Exp Stmt _____
_____	Business Activity Stmts _____
_____	Instalment Activity Stmts _____
_____	Trade Debtors _____
_____	Trade Creditors _____
_____	Stock on Hand Figure at 30.06.10 _____
_____	Work in Progress at 30.06.10 _____
_____	Capital Items Purchased/Sold ( <i>invoice attached</i> ) _____
_____	New Leases/Hire Purchase/Chattel Mortgage's ( <i>documents attached</i> ) _____
_____	Leases/Hire Purchase/Chattel Mortgage's paid out before 30.06.10 _____
_____	Other Loans _____
_____	Dividends Received _____
_____	PAYG Payment Summary at 30.06.10 _____
_____	Home Office expenses (Telephone, Electricity) _____
_____	Motor Vehicle Log Book - Private _____
_____	Goods taken for private use _____
_____	Insurance (Life/Income Protection/Public Liability) _____
_____	Long Service Leave _____

Accountant: \_\_\_\_\_ Date: \_\_\_\_\_

Accountant Notes: \_\_\_\_\_

\_\_\_\_\_