

BUSINESS CHECKLIST



Client Name: _____

Business Records

- Backup of data file or notify us the file is closed for the financial year
Software version _____
Username _____ Password _____
- Finance contracts for any new plant and equipment purchased
- Invoices for new plant and equipment
- Bank & Loan statements for any loans not included in your data file for the full financial year
- Copies of all business bank and loan statements showing 30 June 2023 balances
- Stock on Hand as at 30 June 2023 \$ _____
- Copy of STP finalisation report
- List of Debtors as at 30 June 2023
- List of Creditors as at 30 June 2023
- Insurance Policies and any paperwork relating to insurance premium funding
- New/updated logbook for any partly personal vehicles
- Did you receive any Government Grants or other Covid Relief Payments

Personal Records

- Bank account details (if you have changed them since the previous year)
- PAYG payment summaries / income statements. These are now available through the ATO portal, but please provide a list of your 2023 employers for us to crosscheck
- Interest, dividend and managed fund income details
- Rental property income and expenses (i.e. rental statements, loan statements)
- Purchase and sale documents of any assets sold during the year (i.e. shares, property)
- Work related expenses (i.e. union fees, donations, uniform, motor vehicle, income protection insurance)
- Private health insurance statement. These are now available through the ATO portal, but please advise us if there have been any changes
- Other information

Please return this form to Lincolns