

Business Checklist

Year Ended 30 June 2021

Client Details

Name:

Information	Provided	N/A
Bank Statements as at: 30 June 2021 for each bank account		
Credit Card Statements as at: 30 June 2021 for each credit card		
Loan Statements for year: 30 June 2020 - 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 (Provide Receipts)		
Annual PAYG Summary Statement & Individual PAYG Payment Summaries		
Dividend Statements: 30 June 2020 - 20 June 2021		
Annual Trust Distribution Taxation Statements: 30 June 2021		