



ABN 93 004 005 136

**McGrath & Associates**  
QUALITY ACCOUNTANTS

246a Harbour Drive, Coffs Harbour  
PO Box 4198, Coffs Harbour Jetty NSW 2450  
Telephone: 02 6652 7003  
Facsimile: 02 6652 9970  
Email: info@maqa.com.au

## BUSINESS CHECK LIST

### For the financial year 1 July 2010 to 30 June 2011

**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>Stmnt's attached</i> ) _____
_____	Bank Reconciliations ( <i>Reconciliation attached</i> ) _____
_____	Business Loan Accounts/Bank Statements ( <i>Stmnt'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 30.06.11 _____
_____	Work in Progress at 30.06.11 _____
_____	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 30.06.11 _____
_____	Other Loans _____
_____	Dividends Received _____
_____	PAYG Payment Summary at 30.06.11 _____
_____	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:** \_\_\_\_\_

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