



CAPITALEYES BUSINESS ADVICE FINANCIAL VISION PTY LTD ABN 31 058 697 019  
 Ph: 02 9568 5555 Fax: 02 9568 5015  
 3/471 - 473 Marrickville Rd Dulwich Hill NSW 2203 Entrance: Seaview St (street level)  
 Postal Address: PO Box 854 Marrickville NSW 1475  
 email: mail@capitaleyes.com.au www.capitaleyes.com.au

## BUSINESS CLIENT CHECKLIST

**Client Name:** \_\_\_\_\_

### If using a computer program

Please supply the following information:

- Cash book or ledger details as a backup. Please select one of the following:  
 Xero / MYOB / Quicken / QuickBooks / Other (please specify): \_\_\_\_\_ Yes / No / N/A
- Software version number: \_\_\_\_\_
- Please provide username and password (if applicable): \_\_\_\_\_
- Copies of bank statement and bank reconciliation as at 30 June for each bank account Yes / No / N/A

### If not using a computer program

Please supply the following information:

- Cheque payment details or cheque butts Yes / No / N/A
- Details of funds deposited to bank account Yes / No / N/A
- Copies of bank statements as at 30 June for each bank account Yes / No / N/A
- Copies of bank reconciliations as at 30 June for each bank account Yes / No / N/A

### Debtors

- Please supply a list of money owing to the business by customers as at 30 June Yes / No / N/A

### Stock

- Please supply the value of stock on hand at 30 June with value of any work in progress stated separately Yes / No / N/A

### Creditors

- Please supply a list of supplier debts at 30 June Yes / No / N/A
- Please advise amount of staff superannuation contributions unpaid as at 30 June & date paid Yes / No / N/A
- Please supply credit card statements paid by the business up to and including 30 June Yes / No / N/A
- Please attach a schedule of staff annual and long service leave entitlements at 30 June Yes / No / N/A

**Leases, hire purchase and loans**

- Please provide details of borrowings undertaken during the year Yes / No / N/A
- Please state amount of loan establishment costs paid and date paid Yes / No / N/A
- Please include statements and agreements relating to any loans, leases or HP agreements Yes / No / N/A

**Plant, equipment, vehicles, investments and other assets**

Please supply the following information:

- Details of assets acquired during the year including date and cost Yes / No / N/A
- Details of assets sold during the year including date and sale price Yes / No / N/A
- Details of assets that have been scrapped, taken for personal use or traded in Yes / No / N/A
- Schedule of investments held as at 30 June, including cash management and term deposits Yes / No / N/A
- Investments acquired during the year disclosing date and price paid Yes / No / N/A
- Investments sold during the year disclosing date sold and sale price Yes / No / N/A
- Details of investment income received during the year, including dividend statements, interest statements, annual trust taxation summaries Yes / No / N/A

**Salaries and PAYG withholding**

- Please supply copies of PAYG Payment Summaries issued at 30 June Yes / Not done
- Please supply a copy of your Annual PAYG Summary Statement Yes / Not done

**Transactions not through the business**

- Were all sales, fees and income banked and expenses paid through the business trading account? Yes / No
- If not, please provide:
  - Details of the payments and how purchases and expenses were paid
  - Details of the application of revenue received and not banked through the business trading account

**Payments in advance (Prepayments)**

Are there any expenses paid before 30 June that relate partly or wholly to next year? For example:

- Subscriptions Yes / No / N/A
- Software or equipment maintenance agreements Yes / No / N/A
- Insurance Yes / No / N/A
- Advertising including yellow pages contracts Yes / No / N/A
- Other Yes / No / N/A

**Private use**

- Please provide details and dollar amounts of goods taken for private use \$\_\_\_\_\_ / Nil

**Other information**

If there is any other information that you consider relevant, please attach.



**If we are preparing your return for the first time, please provide:**

- Copies of the most recent financial statements of each entity (company, trust, etc). Yes / No / N/A
- A copy of the last tax return of each entity. Yes / No / N/A

Please indicate when you require the accounts to be completed. \_\_\_\_\_

**Director Declaration:**

I confirm that:

- I/we appoint **CAPITALEYES**€ Business Advice Financial Vision Pty Ltd as tax agents to act on my/our behalf.
- the attached checklist covers the information required to prepare my income tax return for the year ended 30 June 2023 and the disclosure has been full and complete.
- I hold the documentation as discussed and will keep it for a least 5 years from date of lodgement.

*Signature of taxpayer*.....

*Position*.....

*Date:* ...../...../.....