

| <b>Business Records Checklist For</b> |  |   |  |   |
|---------------------------------------|--|---|--|---|
|                                       |  |   |  | <b>For the period ending: June 30, 2007</b> |
| <b>Item</b>                           |  | <b>Yes</b>  | <b>No</b>  | <b>Details attached:</b>                    |
| 1                                     | Is PMM undertaking the bookkeeping for you?                            | Go to item 3  | Send the remaining data for the year ended June 30 to us. Go to 1a   |   |
| 1a                                    | Do you use computer software for your record keeping?                  | Send us a copy of the data on diskette, or email the file to us at info@promoney.com.au Please supply updated password, and confirm version of software you are using. Go to item 2 | Send us copies of the bank statements and details of the deposits and payments for the year ended 30 June. (I.e. invoices, receipts, cheque books, deposit books) go to 1b |   |
| 1b                                    | Do you have a summary of the purchases and expenses made for the year? | Please provide the details of the expenses and go to 2  | Send us copies of the bank statements and details of the deposits and payments for the year ended 30 June. (I.e. invoices, receipts, cheque books, deposit books) go to 2  |   |
| 2                                     | Do you reconcile your cashbook with the bank statements periodically?  | Send us the bank reconciliation statements and a copy of the bank statement showing the balance as at 30 June   | Send us copies of the bank statements and summary of the deposits and payments for the year ended 30 June  |   |
| 2a                                    | Do you use credit cards to pay for some of your business expenses?     | Send us the credit card reconciliation statements and copies of your credit card statements showing the balance as at June 30. If not reconciled - as per item 2                    | go to 3  |   |

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| 3  | Do you use a motor vehicle (MV) for income producing activities?                | Please provide details on the Motor Vehicle (purchase price, finance details, etc) and provide summary of MV expenses and dockets, as well as a log book for the use through the year. | go to 4   |  |
| 4  | Do you buy equipment costing more than \$300 for each item?                     | Provide a list of the cost of equipment bought and the dates of purchases  | go to 5   |  |
| 5  | Do you sell / dispose of any equipment?   | Please provide details of the sale or disposal   | go to 6   |  |
| 6  | Do you have any employees?  | Please go to 6a  | go to 7   |  |
| 6a | Have you prepared the PAYG-W summary for your employees?                        | Please provide a copy of the reconciliation statement and go to 7  | Please send us the forms you receive from ATO and go to 7 |  |
| 7  | Do you contribute any Superannuation contributions for your employees?          | Go to 7a   | You need to talk to your Client Manager and go to 8       |  |
| 7a | Is the amount paid equal or more than 9% of the gross salary of the employee?   | Go to 8  | You need to talk to your Client Manager and go to 8       |  |
| 8  | Have you paid WorkCover premiums on your employees' wages?                      | Please provide the WorkCover Remuneration certificate to us to complete  | You need to talk to your Client Manager and go to 9       |  |
| 9  | Have you paid any Tax Instalments through the year re your business income tax? | Please provide details / receipts regarding the payments   | Go to 10  |  |
| 10 | Have you lodged Business / Instalment Activity Statements for your business     | Please provide copies of the statements lodged   | Go to 11  |  |

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| 11 | Do you buy or sell any shares or investments?  | Please provide the buy and sell contracts and go to 12                                    | Go to 12                                  |  |
| 12 | Do you receive any dividends from shares that you hold (other than in your own company)?   | Please provide the dividend notices and go to 13  | Go to 13                                  |  |
| 13 | Do you have any debtors or creditors as at 30 June?  | Please provide a list of debtors and creditors and go to 14                               | Go to 14                                  |  |
| 14 | Do you have an outstanding loan to finance the running of the business?                    | Please provide copies of the loan statement for the year and go to 15                     | Please provide what you have and go to 15 |  |
| 15 | Do you provide any fringe benefit to your employees?                                       | Please provide details of fringe benefits for your employees and go to 16                 | Go to 16                                  |  |
| 16 | Do you keep stock for resale?  | Please provide the opening and closing stock in hand and go to 17                         | Go to 17                                  |  |
| 17 | Is 80% of your income from one source?   | Please talk to your Client Manager  | Go to 18                                  |  |
| 18 | Do you have income / salary / earnings / expenses / rebates from outside of your business? | Complete the 'personal tax return questionnaire' and return it with your business records | End of checklist                          |  |