

Business Records Checklist For:				
<u>For the period ending:</u>				
Item		Yes	No	Details attached:
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 1b	
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 sales, purchases and expenses made for the year?	Please provide the details of the invoices raised / cash received and 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	

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	Did 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	Did 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	Did 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

11	Did you buy or sell any shares or investments?		Please provide the buy and sell contracts and go to 12		Go to 12	
12	Did 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 benefits to your employees, directors or partners of directors / owners? (e.g. provide motor vehicles for personal use, meal or entertainment expenses, etc)		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 / client?		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	