

BUSINESS RECORDS CHECKLIST FOR:				
FOR THE PERIOD:				
1 _____ TO 31 _____ 200_				
Item		Yes	No	Details attached:
1	Is PMM undertaking the bookkeeping for you?	Go to item 3	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 quarter. (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 the end of the quarter. Please make sure that the last bank statement shows the last date of the quarter.	Send us copies of the bank statements and summary of the deposits and payments for the quarter.	
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 the end of the quarter. 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	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	Did you make payments to employees through the year (or to yourself from your business entities)	Please provide a list of payments made – gross salary paid and tax deducted	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 any Tax Instalments through the quarter re your business income tax?	Please provide details / receipts regarding the payments	Go to 9	
9	Do you buy or sell any shares or investments?	Please provide the buy and sell contracts and go to 10	Go to 10	
10	Do you receive any dividends from shares that you hold (other than in your own company)?	Please provide the dividend notices and go to 11	Go to 11	
11	Do you have any debtors or creditors as at the end of the quarter?	Please provide a list of debtors and creditors and go to 12	Go to 12	
12	Do you have an outstanding loan to finance the running of the business?	Please provide copies of the loan statement for the quarter and go to 13	Go to 13	
13	Do you keep stock for resale?	Please provide the opening and closing stock in hand and go to 14	Please provide what you have and go to 14	
14	Is 80% of your income from one source?	Please talk to your Client Manager	Go to 15	
15			End of checklist	