

# CHECKLIST FOR SMALL BUSINESS

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|----|--|-----|---|
| 1  | Do you use computer software for your record keeping?                  | Yes | If yes Circle which program<br>MYOB QBks XERO CFM Other?.   |
|    |  |     | Send us a copy of the data on USB stick or email zip file, and send a copy of all business bank statements showing the balances as at 30 June and go to 3<br><b>If using Xero or other online program we do not need USB stick or file emailed.</b> |
|    |  | No  | Go to 2   |
| 2  | Do you reconcile your cashbook with the bank statements periodically?  | Yes | Send us the bank reconciliation statements and a copy of the bank statement showing the balance as at 30 June and go to 3   |
|    |  | No  | Send us copies of the bank statements and summary of the deposits and payments for the year ended 30 June and go to 3   |
| 3  | Do you use a motor vehicle (MV) for income producing activities?       | Yes | Please provide the type of MV and provide summary of MV expenses and dockets; go to 4   |
|    |  | No  | Go to 4   |
| 4  | Do you buy equipment costing more than \$300 for each item?            | Yes | Provide a list of the cost of equipment bought and the dates of purchases   |
|    |  | No  | Go to 5   |
| 5  | Do you sell/dispose off any equipment?                                 | Yes | Please provide details of the sale or disposal  |
|    |  | No  | Go to 6   |
| 6  | Do you have any employee?  | Yes | Please go to 6a   |
|    |  | No  | Please go to 8  |
| 6a | Have you prepared the PAYG-W summary for your employees?               | Yes | Please provide a copy of the reconciliation statement and go to 7   |
|    |  | No  | Please send us the forms you receive from ATO and go to 7   |
| 7  | Do you contribute any Superannuation contributions for your employees? | Yes | Provide a list of employees and amount contributed<br>Go to 7a  |
|    |  | No  | 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?	Yes	Go to 8
		No	You need to talk to your Client Manager and go to 8
8	Are you registered for Workcover?	Yes	Provide a copy of the Remuneration Certificate Go to 9
		No	You need to talk to Trimtax and go to 9
9	Do you buy or sell any shares or investments?	Yes	Please provide the buy and sell contracts and go to 10
		No	Go to 10
10	Do you receive any dividends?	Yes	Please provide the dividend notices and go to 11
		No	Go to 11
11	Do you have any debtors or creditors as at 30 June?	Yes	Please provide a list of debtors and creditors and go to 12
		No	Go to 12
12	Do you have an outstanding loan to finance the running of the business?	Yes	Please provide copies of the loan statement for the year and go to 13
		No	Go to 13
13	Do you provide any fringe benefit to your employees?	Yes	Please provide details of fringe benefits for your employees and go to 14
		No	Go to 14
14	Do you keep stock for resale?	Yes	Please provide the opening and closing stock in hand and go to 15
		No	Go to 15
15	Do you have a summary of the purchases and expenses made for the year?	Yes	Please provide the details of the expenses and go to 16
		No	Please provide what you have and go to 16
16	Is 80% of income from one source?	Yes	Please talk to your Client Manager
		No	End of checklist