

**ACCESSION3 BUSINESS ADVISERS  
BUSINESS INFORMATION CHECKLIST**

1. A backup copy of your Cashbook file as at 30 June 2018, with the following reconciled:
  - a. Bank/Loan Accounts
  - b. Debtors (Customers)
  - c. Creditors (Suppliers)
  - d. GST Account
  - e. Please advise of the version of the cashbook file and any passwords if applicable
2. Copies of **ALL** Bank/Loan/Credit Card Statements at 30 June 2018
3. Provide a current list of debtors owing as at 30 June 2018
4. Provide a current list of creditors owed as at 30 June 2018
5. Details of Fuel Tax Credit Claim for the period ended 30 June 2018
6. Details of any new plant & equipment purchased. We require copies of purchase invoices and finance contracts
7. Details of any plant & equipment sold. We require copies of sale invoices and details of any payout of finance agreements
8. Any other information considered relevant – particularly where there have been changes to how you run your business (e.g. new products, change of premises, etc.)
9. Logbook with a twelve week representative period completed including logbook percentages for each motor vehicle for business purposes.
10. Copies of all insurance premiums paid during the year ended 30 June 2018
11. Copies of invoices for legal expenses paid during the year ended 30 June 2018
12. Copies of any additional income or expenses relating to the business not listed in your cashbook or paid through the business bank account
13. Copy of your PAYG Payment Summary Statement for the year ended 30 June 2018 as forwarded to the ATO
14. Please complete the attached livestock schedule as at 30 June 2018
15. Details of Stock on Hand as at 30 June 2018
16. Details of Work in Progress (WIP) as at 30 June 2018
17. Review the attached Taxation Depreciation Schedule and advise of any items that have been sold or scrapped.
18. Details of your Trustee meeting held regarding Income Distribution for the 2018 year.
19. Please provide bank account details for each company, in case of an amount refundable:
  - a. Account Name:
  - b. BSB Number:
  - c. Account Number:

**The Power of Exponential Thinking**

**ACCESSION3 BUSINESS ADVISERS  
LIVESTOCK NUMBERS  
FOR THE YEAR ENDED 30 JUNE 2018**

<b>SHEEP</b>	<b>QTY</b>
Opening Stock	
Purchases	
Natural Increases	
Sales	
Deaths	
Rations	
Closing Stock	

<b>CATTLE</b>	<b>QTY</b>
Opening Stock	
Purchases	
Natural Increases	
Sales	
Deaths	
Rations	
Closing Stock	

<b>HORSES</b>	<b>QTY</b>
Opening Stock	
Purchases	
Natural Increases	
Sales	
Deaths	
Closing Stock	

<b>OTHER</b>	<b>QTY</b>
Opening Stock	
Purchases	
Natural Increases	
Sales	
Deaths	
Rations	
Closing Stock	