

Business Records Checklist							
For:							
<u>For the period ending: June 30, 2026</u>							
		Yes / No	Actions to be taken		Details attached	FA Use only	
						Checked	RTP
1	Accounting Software						
	Note: if you have not entered your accounts for the 2025/26 year yet, and require this service, please identify that here		Bookkeeping required for 2025/26	Yes / No			
				No			
1.1	Xero based files Have you completed data entry for the year and reconciled all bank and credit card accounts?	No	Yes – please initial here 	no – Please contact us and we will work with you to complete the reconciliations			
1.2	Other Software systems Please complete input for the year and provide backup copy of data file		software type: Version : Log in details (if online or password required to access) _____ 				

			If:		Details attached	FA Use only	
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1.3	Bank Accounts, Credit Cards and Loan Accounts		Please provide copies of Bank statements and Credit Card statements showing the balance as at June 30, 2026 for all of the bank accounts and credit cards used in your business:				
1.4	Bank Account details:	Bank	Account Number				
2	Assets						
2.1	Equipment / vehicles / investments						
	Did you purchase or sell any of the following during the year?	No					
	1. Equipment (individually or a set or items) for a cost of more than \$1,000? 2. Property (land. Buildings etc) 3. Shares / Managed funds / other investments 4. Vehicles		☐ Please provide details (e.g. purchase contracts, receipts etc) showing date of purchase and amount paid	☐			
2.2	Debtors / Accounts Receivable						
	Are there amounts due and payable to your business at June 30, 2026?		☐ Please provide a list of debtors as at June 30, 2026 (if not included within your accounting system)	☐			

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2.3	Investments / Assets held for through the year						
	If you held Managed funds, shares or other assets during the year		☐ Shares – please provide all Buy and sell documents, and all dividend statements especially dividend reinvestment plan details	☐			
			☐ Managed funds – please provide BOTH the annual statement And the tax statement for each fund	☐			
			☐ Managed Investment Schemes – provide initial investment details and details of costs incurred / income received during 2025/26	☐			
			☐ Property – please provide a current appraisal of the property value (provided by a real estate agent or self valuation)	☐			
2.4	Stock on hand						
	Do you have goods / products / work in progress purchased but not on sold as at June 30, 2026		☐ Please provide details of your last stock take; or Discuss with us the details of work in progress and the estimated value at June 30, 2026	☐			
3	Liabilities						
3.1	Creditors						
	Are there amounts due and payable by the business as at June 30, 2026?		☐ Please provide a list of Creditors as at June 30, 2026 (if not included within your accounting system)	☐			
3.2	Loans and Leases						
	Do you have any business related loans / leases outstanding as at June 30, 2026?		☐ If available, Please provide a statement showing the amount outstanding as at June 30, 2025 AND June 30, 2026	☐			

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3.3	Loans and payments to business owners						
	Did you receive payments from the business IN ADDITION TO (or in place of) wages and salaries?		☐ Division 7a Loan agreement may need to be put in place or updated. We will review your loan balances and determine action to be taken, including dividend payments or suggested loan repayments back to the business for the year.	☐ A loan agreement may still need to be prepared, given the ATO's view on 'non salary' payments to owners / directors. We will advise you on this aspect accordingly.			
4	Income						
4.1	As well as your normal business related income (fees from services / sale of goods, did you receive any payments from: Cash advances, loans or borrowings? Dividends from investments? Bank interest? Sale of shares / draw downs from managed funds? Pensions / super payments? Gifts or inheritances?		☐ Please provide details of income / cash inwards received. Identify source of funds, and reason for it being included within the business accounts	☐			
	Is more than 80% of your income generally from one client or associated group of clients?		☐ Please discuss with us the implications regarding Personal Services business activities	☐			

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4.2	Rental Income Details						
	Do you have a rental property or properties where income and / or expenses are processed through this business entity)		☐ Please provide the following information: 1. Annual Rental statement from the properties' agent; 2. Loan account statements for the full year 3. Details of all expenses paid for by the business (and by the owners) for the year 4. Details of any capital expenses incurred during the year. 5. Depreciation schedules for the property	☐			
5	Expenses						
5.1	Salary and wages						
	Did you make salary payments from the business to yourself or to any other employees during the year?		☐ If these details are not already in your accounting system, please provide a summary of the payments made to your employees, showing gross wages, tax deducted and net salary details. TFN and address details for each employee should also be provided	☐ If profits exist within the business, we will review the overall results and determine the most tax effective position for you.			
	Have you finalised Single Touch Payroll (STP) reporting for your employees for the 2025/26 tax year?		☐ Please provide the STP finalisation report or payroll summary so that we can verify the details in your accounts.	☐ Please provide all details and we will advise on the STP finalisation process and any action required with the ATO			
	Have you made superannuation guarantee payments for all employees? Is the total amount paid AT LEAST 12% of ordinary time earnings for each employee?		☐ Please provide details of the super contributions, so that this can be reconciled against your total salary payments	☐ Please speak to us urgently to determine what needs to be done to sort out your position.			

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	Have you paid your WorkCover premiums for the 2025/26 year?		☐ WorkCover annual declaration / certificate to be completed by the applicable due date for the 2025/26 year. Please provide the information to us ASAP to complete your accounts	☐ Please speak to us urgently to determine what needs to be done to sort out your position.			
	Did you provide any Fringe benefits to your employees? E.g. (Use of company owned vehicles for personal use, meals, entertainment expenses)		☐ Please provide details of benefits provided. We will discuss what is required to minimise the tax impact of these benefits (e.g. log books, employee contributions, etc)	☐			
5.2	Motor Vehicles						
	Do you use a motor vehicle (Owned by the business OR by its owners) within the business		☐ Please provide a log book for the use of the car, showing a) at least 12 weeks of business use; b) Odometer readings at July 1, 2025 AND June 30 2026; and c) details of purchase price, finance facilities and running costs	☐			
5.3	Personal expenses						
	Did the business make payments on your behalf for items unrelated to the day to day running of the business?		☐ Please detail these items and we will discuss the proper treatment of these payments within the accounts. Note that Fringe Benefits tax <i>may</i> apply to these items.	☐			

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6	Tax lodgements						
6.1	BAS / PAYG returns						
	Have you lodged all your BAS returns for the year?		☐ Please provide copies of the Bas returns that you have lodged for the year.	☐ Please discuss with us the action to be taken to bring you up to date for the year.			
6.2	Is an Annual GST return required?		☐ Please provide the return for preparation and lodgement with the year end accounts	☐			
6.3	Have you made PAYG instalments for the BUSINESS' income tax for the year?		☐ Please provide a summary of payments made (should be on the BAS / PAYG statement above) and dates that payments were made	☐ We will discuss the likely amount to be paid at year end, and the implications for the coming year.			
7	Personal Accounts & Returns						
	Please review the personal tax return questionnaire and provide all relevant information relating to your non-business activities		☐ e.g. salary from other sources, investments, bank interest, personal expenses, medical rebate details, health insurance, family details etc	☐			
	If there have been any significant changes to your income, work or personal circumstances (e.g. family additions) please detail these for us at our meeting		☐	☐			
8.	Tax Receipts Record keeping service						
	I would like to utilise the Fiscal Artisans Recordkeeping system to help me keep track of my future tax receipts and claims. Please contact me for further information and to start using this.		☐ Yes - Please tell me more!	☐ No. I will supply fully summarised reports for my future lodgements			

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Thank you!

Please collate all the information as requested on this checklist, and contact Stuart Smith on 0409788399 to confirm your year end accounts meeting with us to commence the process of completing your year-end accounts for 2025/26.

On receipt of all of the information required for your business and personal accounts, we will discuss the timelines and scheduling of your work to ensure everything is lodged before due dates for your returns. We aim to complete your financial statements and returns within 4 - 6 weeks of receipt of all of your data. So, the sooner we have your information, the sooner we can get the results back to you.