

Riverwood Group – Small Business Checklist 2013

Name	
Year	

PLEASE PROVIDE COPIES WHERE POSSIBLE ELECTRONICALLY	Yes	N/A
Are there any urgent requirements for this work to be completed sooner? ie re-financing, bank review? If yes please explain...		
Bank Account Details for Individual Refunds to be directed: COMPLUSORY! Name of Account _____ BSB _____ Account No _____		
Media Storage		
What software is being used?		
If Banklink is it read only at the moment?		
Version No _____ Passwords _____		
Can the data be successfully opened?		
Does the data cover to 30 June?		
If excel, is the original file being provided?		
Is there a USB to be returned?		
Stock on Hand/Livestock		
Have stock on hand or value of trading stock to be provided?		
Natural Increases, Deaths, Rations for Livestock for farmers?		
Was obsolete stock reviewed?		
Has the treatment of goods-in transit and consignment stock been considered in the valuation of trading stock?		
Equipment/Motor Vehicles		
Has there been any new/used items of equipment purchased in the year? If so, have these been clearly identified? For larger items, how have these been funded? Please provide: <ul style="list-style-type: none"> - Chattel Mortgage/Hire Purchase documentation or - Loan Statements - Tax Invoice for new equipment - Has a Log Book been kept for Motor Vehicle actual expenses claims, please supply a copy. 		
Wages		
Copies of PAYG Summary and individual PAYG Summaries issued to all staff and directors		
If Payroll Tax is applicable please provide a copy of your Annual Reconciliation submitted		
WorkCover - has this annual declaration of wages been completed?		
Superannuation		
Have all superannuation contributions claimed for the year been paid to the fund before year end?		
Has the entity provided 9% of superannuation for each employee pursuant to the Superannuation Guarantee Scheme for 2012-2013? (From 1/07/2013 9.25%)		

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Depreciation		
Identify on last year's Depreciation schedule any scrapped or disposed items		
General Items		
Interest claimed:- Has the deductibility of the interest changed over the year, ie does apportionment need to be considered or reconsidered? Are all Loan statements provided?		
Travel expenses, Have travel diaries been kept (where applicable) along with other supporting documentation?		
Insurance: Please supply policies and Insurance funding documentation if payments have been spread.		
Repairs and Maintenance:- Have repairs and maintenance claims been reviewed to ensure they are of a revenue nature and contain no capital items?		
Land Tax Where applicable please provide copy of Land Tax Assessment		
Other Have reportable payments been made to subcontractors for those in the Construction Industry?		
Capital Gains Tax Have there been any capital gains this year? If so is the cost base of assets provided or known in this instance?		
Bank Statements/Loan Statements/Debtors and Creditors		
Loan Statements Have all of these been provided or fully reconciled?		
Bank Statements/Credit Card Statements Has the 30 June Statement been provided to prove the Bank Reconciliation?		
Aged Receivables Have these been provided and where appropriate do they reconcile to the Control Ledger? Have they been reviewed for Bad Debts?		
Aged Payables Have these been provided and where appropriate do they reconcile to the Control Ledger? Have they been reviewed for correctness, deposits received, credit balances?		
Personal Services Income		
Does the income of the company include income which is an individual's personal services income (PSI)?		
- ATO Benchmarking Comparison report required?	YES	NO
- Graphical Business Analysis' required?	YES	NO
- Financial Planning Review?	YES	NO
- Audit Insurance?	YES	NO