



Chartered Accountant

BANKLINK

Period End Checklist

For the Period.....

Records to be provided to K.W. Grimes

Enclosed N/A

- 1. Completed coding report including full name of payees and description where necessary and any unpresented cheques for the period.
- 2. Completed Control Checklist, Cash Journal Summary and Statement of Balance Sheet Items.
- 3. Invoices relating to the purchase of any assets, hire purchase agreements, legal statements.

Important Questions to Review

The following is a list of questions that should be reviewed at the end of every GST period. If you answer "Yes" to any of the questions you will need to supply us with full details.

Yes No N/A

- 1. Has any business income been banked into an account other than the main business bank account?
- 2. Has any income been received in cash and not banked?
- 3. Is there any cash or cheques which were received towards the end of the GST period which had not been banked by the end of the period?
- 4. Have any business expenses been paid for privately or by credit card?
- 5. Have there been any unusual transactions during the period? (e.g. The sale or purchase of an asset, a hire purchase agreement, loans)
- 6. Were any expenses incurred during the period for which you do not hold a GST tax invoice?
- 7. Did you import or export any goods during the period?
- 8. Have any relatives received any goods and services from the business for less than the open market price?
- 9. Have any amounts been withheld from invoices where no ABN is Supplied?
- 10. Have any amounts been withheld from investment distributions where no tax file number is supplied?

Signature..... Date.....

We stress that if you answered 'yes' to any of these questions we will need full details as it is these areas in particular that the Australian Taxation Office is believed to be focusing on.