



End of Period Checklist

*Business Entity Name:
Select the BAS Quarter*

Please ensure you attach any relevant documentation to this checklist and return your checklist and documentation to us. The effort you invest to complete this checklist will allow us to complete your accounts effectively.

PART 1: Bookkeeping Details

Bookkeeping System Details

Did you change your Bookkeeping system this financial year? Yes No

If Yes, please indicate date of change:

Which Bookkeeping program do you currently use?

(e.g. MYOB, Xero etc.)

What version of this Bookkeeping program do you currently have?

Are your Bookkeeping file/s password protected? Yes No

If Yes, please provide the current password:

If you are not comfortable supplying password information on this form you are welcome to provide it by contacting our office via phone, email or in person.

Bookkeeper Details

Did you change/employ a Bookkeeper this financial year? Yes No

If Yes, please indicate the name of your Bookkeeper:

Bookkeeper's current phone number:

Bookkeeper's current email address:

PART 2: Debtors

Money owing to you for sales up to and including the end of the period which were received after the last day of the period.

Debtor Name & Description	Livestock No's if Applicable	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
TOTAL		\$	\$	\$

PART 3: Creditors

Accrual GST Clients Only – Cash GST Clients go to Part C

Money owing to suppliers for expenditure up to and including the end of the period which were paid after the last day of the period.

Creditor Name & Description	Livestock No's if Applicable	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
TOTAL		\$	\$	\$

PART 4: Interest Received

Please provide interest on all accounts, including individual accounts for the period.

Account Name	Institution	Account Number	Amount
			\$
			\$
			\$
			\$
			\$

PART 5: Dividends Received

Please provide all dividend statements for the quarter.

Investor Name	Company	Date Paid	Amount
			\$
			\$
			\$
			\$
			\$

PART 6: Private Vehicles

Information only for vehicles with private usage (Note: If driving patterns change please advise us. A log book is required for a continuous twelve-week period every five years):

Vehicle	Closing Odometer Reading	Date

PART 7: Business Fuel Use

Total fuel claim for the quarter:

Activity	Rate	Eligible Litres to Claim
On Road - vehicles over 4.5T GVM		
Petrol		L
Diesel		L
Off Road - specified activities (Agricultural)		
Petrol		L
Diesel		L
All other business activities (Non-Agricultural)		
NB: This does not include on-road motor vehicles		
Petrol		L
Diesel		L

PART 8: PAYG Withholding

Please provide details from your wages book:

	Monthly Amount	Quarterly Amount
Net wages paid to employees	\$	\$
Tax withheld from wages	\$	\$
Gross wages paid (Net + Tax)	\$	\$

PART 9: Amounts Withheld for Non ABN Quotation

Name of Business	Amount Paid	Amount Withheld
	\$	\$
	\$	\$

PART 10: Value of Goods Taken from Stock for Personal Use

Date Taken	Description	Cost	GST
		\$	\$
		\$	\$
		\$	\$

PART 11: Supporting Documentation

	Sent Earlier	Attached	N/A
Backup of reconciled cashbook to end of the quarter			
Bank statements, together with printed monthly bank reconciliations for each account.			
Capital Items Purchased <i>(Please provide tax invoice & finance documents)</i>			
Capital Item	Trade In	Details	Financed
Capital Items Sold	Sent Earlier	Attached	N/A
Capital Item	Amount		
	\$		
	\$		
	\$		
	\$		
Tax invoices for <u>produce</u> & <u>livestock</u> purchases and sales	Sent Earlier	Attached	N/A
Tax invoices for mixed supplies <i>(e.g. registrations)</i>	Sent Earlier	Attached	N/A
Dividends & Dividend Reinvestment Plans <i>(Please provide share dividend notices)</i>	Sent Earlier	Attached	N/A
Loan statements	Sent Earlier	Attached	N/A
Pastoral house statements	Sent Earlier	Attached	N/A
Rental income statements/summaries	Sent Earlier	Attached	N/A
Insurance premium notices <i>(statement showing the breakdown of the premium between each type of insurance, including GST breakdown & stamp duty)</i>	Sent Earlier	Attached	N/A

PART 12: Cash Expenses

Please detail all expenses which have not been previously included in your reconciled cashbook:

GST Inclusive Amount	GST Amount	Details
\$	\$	
\$	\$	
\$	\$	
\$	\$	
\$	\$	
\$	\$	
\$	\$	
\$	\$	
\$	\$	
\$	\$	
\$	\$	
\$	\$	