



BAS Checklist



Client _____ GST Period _____

1. The record keeping method I use is: Please Tick

- Reconciled SEA Cashbook**
- * All Bank Statements

OR

Quickbooks, MYOB, or other software package. Please provide all of the following:

- * Current Version you use _____
- * Your current password _____
- * Backup disks from Quickbooks / MYOB etc
- * All Bank Statements

OR

Completed Banklink forms

AND

We will also require **all** of the following information **for all clients** (regardless of the bookkeeping method you choose).

- * All credit card statements
- * All Loan statements
- * Wages books/records
- * Petty Cash/Cash payments summary

To make sure that we have all of the information we require to complete your BAS correctly, please answer the following questions:

- 2. On the above information, you must mark all **private expenses** YES/NO
paid from your business bank accounts. Have you done this?
- 3. Have you included in the above all money received **that wasn't** YES/NO
banked directly into your business account? (For example, cash
taken, direct payments to your credit card, money used for petty
cash?)

4. Have you **paid for any business expenses by cash** that won't show up on your bank statements, cashbooks, computer software or any of the above records? YES/NO
If yes, attach details: _____
5. Did you make any payments in this period that **did not include GST?** Payments to suppliers who are not registered for GST? YES/NO
If yes, you need to make sure these payments are clearly marked on your above records.

6. Have you **signed any agreements** for: Hire Purchase, sale or purchase of land or any other major assets, leases or loans? YES/NO
If yes, please attach copies of any new agreements.

7. Do you or any relatives use any **business assets** for **private use** (for example, a company car)? If yes, please give details of percent of time used privately. YES/NO

8. Did you use any **private assets** for **business use** (for example, home phone, electricity, private car) during this GST reporting period? If yes, you need to attach a list of these expenses and the GST you have paid. YES/NO

9. Have you **bought or sold any assets** (such as tools, equipment, computers etc costing more than \$100) in this GST reporting period? YES/NO
If yes, please provide details. (date, cost, item)

10. Did you have any **money** on the last day of the GST reporting period which you hadn't banked yet? **If yes, how much? \$** YES/NO

11. You must ensure you have **tax invoices** for all expenses and purchases made. These must be kept for 5 years. Do you have tax invoices for all expenses and purchases made in this GST reporting period? YES/NO
12. Have you taken any **PAYG Tax** (Group Tax) out of your employees' wages during this GST reporting period? If yes, attach your wages book/records. YES/NO

How much have you paid your employees (i.e. gross)?

How much PAYG Tax have you deducted?

How much have they received in their hand (i.e. net)?

13. Have you **calculated** and **paid superannuation** for your eligible employees for this quarter? If yes, please give details. YES/NO

14. Did you have any **Accounts Payable** (money you owed to suppliers) at the end of the period? If yes, provide us with a list of who you owe and how much you owe each of them. YES/NO

15. Did you have any **Accounts Receivable** (money customers owed you) at the end of the period? If yes, how much? YES/NO

16. If you have **stock**, estimate the value (at your cost price and excluding GST) at the end of the period.

I/We acknowledge the information requested above is required to ensure the accuracy of our GST Return, and to avoid penalties. All information is enclosed and is correct

Signed

Date

Access to support for helping your business grow