SPECTRUM FINANCIAL

Business Return Information Checklist 2008

Client name:_______________________________Email:___________________________

Information required;	Supplied	N/A
1) 30 June 2008 Statements on all investment or operating accounts	❒	❒
2) 30 June 2008 Statements on all loan accounts and credit facilities	❒	❒
3) Employee PAYG Payment Summaries (Group Certificates) &/or end of year Summary Statement	❒	❒
4) Full details of any assets (equipment/property /shares) acquired & disposed of by business, including trade-in details	❒	❒
5) Details of business related expenses paid from personal funds (not yet accounted for)	❒	❒
6) Any new Lease or Hire Purchase Agreements entered into during the year (excluding Spectrum Loans' finance)	❒	❒
7) New Loan contracts entered into during the year (excluding Spectrum Loans' finance)	❒	❒
8) Details of private percentages of expenses such as telephone, electricity & motor vehicle expenses (not yet accounted for)	❒	❒
9) Motor car log books	❒	❒
10) Travel diaries (where required)	❒	❒

Do you use a software package (e.g. MYOB, Quickbooks)?

❒ Yes Please go to question 17
❒ No Please continue to next question

	Supplied	N/A
11) Business income and expense records (such as Bank statements, cheque books, loan statements, deposit books, cash receipts/payments books or invoices and receipts with spreadsheet summaries where possible)	❒	❒
12) Debtors and creditors at 30 June 2008	❒	❒
13) Bad debts written off during the year	❒	❒
14) Stock on hand at 30 June 2008	❒	❒
15) Full details of any interest/dividends/other income received	❒	❒
16) Details of Superannuation contributions paid during the year	❒	❒

Finally, for clients using software packages only;

	Supplied	N/A
17) Software package backup file, with: ✦ Bank accounts reconciled to 30 June ✦ Trade debtors & creditors reconciled ✦ Sundry accounts cleared where possible	❒	❒

Please feel free to attach this checklist with your information when you bring it in to us!