

# SCHEDULE B – SOLE TRADER CLIENT CHECKLIST

2023 FINANCIAL YEAR

Please complete your contact details below to ensure our database is up to date

Name			
Trading Name (If applicable)			
Address			
Email:		Phone:	

Questions	Client to complete
<p>Do you have a MYOB, Quick Books, Xero, Reckon or other file?</p> <p>Are you using online version?</p> <p>Please contact us if you are using a program other than the above we can advise you what reports we will need.</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>- If YES - Please speak to you accountant about sending file user invite to allow us to access your file.</p> <p>- If NO - See the next question.</p>
<p>Backup copy uploaded</p> <p>Once uploaded please ensure No Changes are made to this file for dates prior to 30 June 2023.</p> <p>If changes are made this is likely to result in extra work on your accounts which will be reflected in our fee.</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Please advise following details:</p> <p>Version : _____</p> <p>User name : _____</p> <p>Password : _____</p>
<p>If you do not have a data file please provide. Business income and expense summary, net of GST if GST registered.</p>	<p>Details Attached   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>If you carry stock on hand (SOH) or work in progress (WIP), Cost value at 30 June 2023.</p>	<p>SOH : (\$) _____</p> <p>WIP : (\$) _____</p>
<p>If you use a motor vehicle in your business. If you have more than 1 motor vehicle please attach this information on a separate sheet.</p> <p>Total cost of MV.</p>	<p>Make: _____</p> <p>Model: _____</p> <p>Date Purchased: _____</p> <p>Cost of vehicle: _____</p>
<p>Km's travelled?</p> <p>Approximately how many business kms would you travel in the vehicle per week?</p>	<p>_____ kms on average for _____ weeks of the year.</p>
<p>Do you have a log book?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If YES - Please attach</p> <p>What is your business percentage _____ %</p>

	<p>If YES – Have you provided MV running expenses such as fuel, registration, insurance, repairs etc?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
Is the vehicle financed?	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If YES – please provide finance documents.</p>
<p>Did you sell or purchase any motor vehicles or other assets during the year?</p> <p>Please provide details of what was sold, date, proceeds received and any finance paid out.</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Number of items sold _____</p> <p>Attached details for each item.</p> <p>Number of items purchase _____</p> <p>Attached details for each item.</p> <p>Details attached for each</p>
<p>Are your superannuation contributions for any employees paid to date?</p> <p>Payment for June quarter should be paid in full by 28th July 2023</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If NO – Please advise when payments were made.</p> <p>_____</p> <p>Have you lodged a superannuation guarantee Charge statement for each quarter that your super was late?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>Did you make any super contributions for yourself during the 2023 financial year? please attach confirmation from your super fund.</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Amount: \$ _____</p> <p>Confirmation of notice of intention to claim a deduction from your super fund attached.</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>Have you lodged your PAYG payment summaries/ completed STP finalisation for the year ended 30 June 2023 with the ATO?</p> <p>For employees, other than director/related parties, PAYG payment summaries/STP finalisation must be provided by the employer no later 14th July 2022.</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If YES – please ensure you include these documents with your paperwork if you need us to prepare for you.</p>