

# BUSINESS CHECKLIST

2024

Please provide Armada with the following:

## Accounting Software

- Provide Armada with access to your Accounting Software. Contact us for instructions.

## Cash Book

- Cash book maintained during the year recording receipts and payments.

## Bank Accounts and Credit Cards

- Ensure that accounts are reconciled and provide the 30th June bank statements and reconciliations.

## Cash on Hand/Petty Cash

- Provide all floats and petty cash balances at 30 June.

## Stock on Hand (at cost)

- Value of stock on hand at 30 June exclusive of GST with stock report.

## Livestock

- Details of the livestock quantities sold, purchased, natural increase, deaths and any livestock killed for rations, and the closing balance at 30 June.

## Work in Progress (at cost)

- Value of work in progress at 30 June exclusive of GST with WIP report.

## Debtors

- Amounts owing to you at 30 June. Provide Accounts Receivable report.

## List of Bad Debts

- These must be physically written off before 30 June. Provide list of all bad debts.

## Deposits Paid

- List of all deposits paid by your customers and held by you at 30 June.

## Investments

- Provide details of all new investments (property, shares etc.) during the year, including purchase, contract and settlement statements. Provide sale settlement statements for any investments sold during the year.

## Plant and Equipment

- Details of all purchases and sales of vehicle plant & equipment during the year and include purchase invoice.

## Creditors

- Provide details of amounts owed by you at 30 June. Provide accounts payable report.

## Credit Card/Personal Bank Accounts

- If any business expenses were paid out of personal bank accounts or credit cards, provide details of the date of payment, amount and what was purchased.

## Borrowings, Hire Purchase and Chattel Mortgages

- Loan statements for all existing and new loans for the full year. If new Loans, Hire Purchase or Chattel Mortgage Agreements are entered into, provide a copy of the agreement.

## Lease Commitments

- If a new lease was entered into, provide a copy of the Lease Agreement.

## Annual Leave or Long Service Leave

- List by employee of all annual leave or long service leave owing 30 June.

## Dividends Received and Partnership/Trust Distributions

- Provide distribution notices including the Annual Tax Statement and all dividend notices.

## Insurance Premium Funding

- If insurance was paid by Premium Funding, provide the finance funding documents.

## Insurance Recoveries

- Dividends Received and Partnership/Trust Distributions Provide distribution notices including the Annual Tax Statement and all dividend notices.

## Depreciation Schedules

- Review the prior year's depreciation schedule and advise any items that have been scrapped, obsolete or destroyed.

## Motor Vehicle

- Provide Logbook for any motor vehicles (excluding commercial vehicles).

## Payroll

- Please confirm Single Touch Payroll (STP) Reporting has been finalised and provide the annual payroll report.

## Superannuation

- To avoid any Superannuation Guarantee Charge, superannuation must be paid quarterly by the 28th of the following month. Please give details of any superannuation not paid on time.

Advise the amount of superannuation owing at 30 June, not paid before 30 June.

## Taxable Payments Annual Report

- Provide copy of Taxable Payments Annual Reports lodged with Tax Office or advise if you require us to prepare this for you.

## Other Information

## CONTACT US

**PH:** (08) 6165 4000

**A:** 18 Sangiorgio Court  
Osborne Park WA 6017

**P:** Locked Bag 4,  
Osborne Park WA 6916

**E:** [info@armada.com.au](mailto:info@armada.com.au)