

BAS Records Checklist

Please use the following checklist to gather your records and other information which we will need to complete your activity statement(s) for the relevant period(s). **Completion of your work will be delayed if records are missing.**

Non-Computerised Records

- Bank Statements** (unless we have bank feeds).
Check that your statements cover the period from the first to the last day of the period and that there are no statements missing (TIP: check for consecutive page numbers).
- Cashbook** (if kept)
Ensure that your cashbook shows the GST amounts paid or received per transaction during the period.
- Cheque Butts** (if no cashbook)
Ensure that each butt shows the date, nature of expense, total amount paid and GST included for each cheque drawn during the period.
- Bank Deposit Books** (if no cashbook)
From the information shown in your deposit books, make a note on your bank statements alongside any deposits to your account during the period which are either not income or do not include 10% GST.
- Credit Card Expenses** (if any)
Provide either the relevant credit card statements or a list of expenses paid by credit card. You should record either on the statements or on your list, the same information needed on your cheque butts and bank deposit books above.
- Cash Expenses** (if any)
Provide a list of expenses paid in cash showing the same information needed on your cheque butts above.
- Unbanked Income** (if any)
Provide details of any income received during the period, which was not deposited to your bank account. For each receipt include the date received, total amount and GST included in the total.
- PAYG Withholding Amount** (if any) \$ _____
This is the amount of tax withheld from payments of salary & wages to your employees during the period (if applicable). We will also need a summary of wages paid and tax withheld by employee for the period if you want us to prepare your PAYG payment summaries at the end of the year.

Computerised Records

- Backup of your Accounting Software Data**
Ensure that all data entry has been completed and do not to enter any further data for the period after giving us a backup. Also provide us with any **password** (if used) either by telephone or email.
- Bank Statement & Reconciliation Report**
We cannot use the information from your computerised records, and may have to enter all of your data to our accounting software, if the bank account has not been reconciled at the end of the period. In that situation, please use the non-computerised records list above.
- Unrecorded Transactions**
Provide details of any transactions that were not recorded in your accounting software. For each item advise the date, a brief description, total amount and GST included in the total.
- PAYG Withholding Amount** (if any) \$ _____
If the amount of tax withheld from wages paid to employees during the period is not shown in your accounting software, please record the relevant amount above. We will also need a summary of wages paid and tax withheld by employee for the period if you want us to prepare your PAYG payment summaries at the end of the year.

Other Records

- Activity Statement Forms**
If the ATO has sent the activity statement(s) directly to you, please deliver the form(s) with your records.

Terms of Our Engagement

Please note carefully that unless we are advised to the contrary, we will make the following **assumptions** in completing your activity statement(s) –

- At the time of lodging your activity statement(s), you hold valid tax invoices and/or adjustment notes for all expenditure on which you are claiming input tax credits and/or decreasing adjustments;
- You have advised us of about any private use adjustments (manual records) or correctly recorded apportionment entries (computerised records) for all acquisitions which were made partly for private purposes;
- In the case of computerised records, you have entered transactions with the correct tax codes and you will bear full responsibility for them. We will not verify your coding and will rely on summary reports from your software to complete your activity statement(s); and
- We will not verify the accuracy of PAYG Withholding amounts either shown above or recorded in your computerised records, if applicable.