



Activity Statement Checklist

Client Name:	Client Code:
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		Yes	No
BAS (Business Activity Statement) form/s provided	Number of Forms:		
IAS (Instalment Activity Statement) form/s provided	Number of Forms:		

Software Type: (QuickBooks, MYOB, Cash Flow Manager, E-Record etc)	Version:	Password:
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Income Details

Yes No

Deposit Books	Date From:	Date To:		
Invoices - Sales	Date From:	Date To:		
Cash Books	Date From:	Date To:		

Expense Details

Yes No

Cheque Books	Date From:	Date To:		
Invoices - Bills	Date From:	Date To:		
Cash Books	Date From:	Date To:		

Employment Details

Yes No

Yes No

Wages Books			Superannuation Details		
Superannuation Contributions paid by due date (if not, they are not deductible):					
New Employees:	Tax File Number Declaration Sent:				
New Employees:	Superannuation Membership Form Sent:				

Bank Statements

Yes No

Yes No

Cheque Account/s			Bank Loan/s		
Credit Card/s			Equipment Finance Contract/s		

Fuel Tax Credits

Vehicle/Equip Type:	Industry used:	Litres Used:	Fuel Type:

Other Details

Yes

No

Invoices/Contracts required.

Assets/Equipment Purchased?			Asset Details:
Assets/Equipment Purchased?			Asset Details:
Assets/Equipment Sold or Traded?			Asset Details:

Has Anything Else Changed?			Details:
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Notes:

Office Use Only

Date In:	Date Due:	Completed By:	Checked By:
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