



Hill & Co Accountants Pty Ltd

Business Activity Check List

Quarter _____

Remember that you can also forward your information to our office prior to making an appointment. Provided that all correct information is forwarded, we will promptly contact you and complete your BAS within 14 days.

Following is a guide of the information which will help us complete your BAS.

Computerised Records	Manual Records
q MYOB Disk	q Invoice Book(s)
q Spreadsheet (print reports)	q Deposit Book
q Invoice Book(s)	q Cheque Butts
q Cash Receipts	q Cash Receipts
q Salaries/Wages Book(s)	q Salaries/Wages Book(s)
q All Bank Statements	q All Bank Statements
q Credit Card Statements	q Credit Card Statements
q Hire Purchase Documents	q Hire Purchase Documents
q Loan Documents	q Loan Documents
q Lease Documents	q Lease Documents
q Insurance Policies	q Insurance Policies
q Equipment/Assets Purchased	q Equipment/Assets Purchased
q Home Office Expenses – Council, Water, Telephone, Insurance, Rent	q Home Office Expenses – Council, Water, Telephone, Rent
q All Receipts (refer below)	q All Receipts (refer below)

q Receipts should always be separated into the respective forms of payment:
q Cheque Receipts
q Cash Receipts
q Credit Card Receipts

q <u>Not</u> into different categories
q Telephone
q Insurance
q Motor Vehicle etc

Further Notes You Believe We Should Be Aware Of:-

Important Note:- As you can understand this period is an extremely busy time for us all and we would appreciate all documents at least 14 days before the due date.