

Business Checklist

2026

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.
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.

Cash on Hand/Petty Cash

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

Stock on Hand (at cost)

- Value of stocktake as 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.
 Aged 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 acquired (property, shares etc.) during the year, including purchase contract and settlement statements. Provide sale contracts and settlement statements for any investments sold during the year.

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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.
- Aged accounts payable report

Borrowings, Hire Purchase and Chattel Mortgages

- Loan statements for all existing and new borrowings for the year. If new Loans, Hire Purchase or Chattel Mortgage Agreements were 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

- 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 insurance invoices and finance funding documents.

Insurance Recoveries

- If you received insurance recoveries during the year, please advise what the recoveries were in relation to.

Depreciation Schedules

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

Motor Vehicle

- Provide logbook for any motor vehicles available for private use by an employee

Payroll

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



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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 as at 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