

BAS CHECKLIST PRIMARY PRODUCER

DUESBURYS GIPPSLAND

Phone: 03 56822 624 Email: admin@duesburysfoster.com.au

Client:

Period Ended:

Please bring in the following (where applicable):

Accounting Program (ie Reckon)	
Bank Statements	
Milk Statements	
Livestock Sale Dockets inc VPP	
Rental Property Statements	
Cheque Books	
Deposit Books	
Loan & Visa Statements	
Store accounts ie. Landmark	
Personal Bank Statements	
Insurance Renewals	
Motor Vehicle Registrations	

Anything else that you feel is necessary

Please note GST amount on cheque butt or coding report if it's not 10%

Private Use on the following exp	penses:		Private percentage
	Motor Vehicles Insurance Telephone Electricity Other	3	
UNPRESENTED CHEQUES Date Written	Number	Amount	Narration
Please attached to a separate s	sheet if there are i	more unpre	sented cheques

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Date Paid 01/04/2014 02/04/2014	Amount Narration 56.75 Foster Newsagency - Weekly times subscript 75.05 Tarwin Vet - A/H's call out
02/04/2014	75.05 Tarwin Vet - A/H S Can out
ease attached to a separate sheet if the	ere is more cash expenses
SH TAKEN FROM SALES (ie. calf pa	
Date Taken	Amount Narration
Date Taken 01/04/2014	Amount Narration 300 Taken for living expenses
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Please attached to a separate sheet if there is more cash taken from sales

Method

Personal Visa Cash

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