

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 expenses:

Private percentage

- Motor Vehicles
- Insurance
- Telephone
- Electricity
- Other

UNPRESENTED CHEQUES

Date Written	Number	Amount	Narration
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Please attached to a separate sheet if there are more unrepresented cheques
