

2010 request

NEWSAGENCIES FINANCIAL REVIEW INFORMATION CHECKLIST		
1	A full Balance Sheet and Trading Profit & Loss Statement for the years ended 30 June 2006, 2007, 2008 and 2009 and any interim statements for the current year	<input type="checkbox"/>
2	Copy of 2008 and 2009 depreciation schedules	<input type="checkbox"/>
3	Details of stock take at 30 June 2007, 2008 and 2009.	<input type="checkbox"/>
4	Copy of Income Tax Returns for the years ended 30 June 2007, 2008 and 2009.	<input type="checkbox"/>
5	Wages reconciliation statement and copies of PAYG Summaries as provided to the ATO for year ended 30 June 2007, 2008 and 2009.	<input type="checkbox"/>
6	Copy of bank reconciliation for each bank account as at 30 June 2008 and 2009.	<input type="checkbox"/>
7	Please provide a yearly summary report detailing sales from the Point of Sale system for the year ended 30 June 2008 and 2009.	<input type="checkbox"/>

8	Manual Cashbook or a copy of the MYOB/Quick Books file including any passwords and the operating version If not available a full copy of the general ledger for the 2008 and 2009 years	<input type="checkbox"/>
9	Copy of accountants general ledger for the years ended 30 June 2008 & 2009 which reflects the final financial statements	<input type="checkbox"/>
10	A copy of all Business and Instalment Activity Statements for year ended 30 June 2008 and 2009 and annual reconciliation (if applicable).	<input type="checkbox"/>
11	Yearly commission earned statements from Lotto and Golden Casket (instant and online) for the years ended 30 June 2007, 2008, 2009 including reconciliation of lotto for the 9 & 30 June 2009	<input type="checkbox"/>
12	List of debtors & creditors as at 30 June 2007, 2008 and 2009	<input type="checkbox"/>
13	List of Sub Agents and details of subagent commissions for the year ended 30 June 2008 and 2009 together with total sales to each subagent for the 12-month period.	<input type="checkbox"/>
14	Please provide copy of Staff Roster which relates to wages paid (including wage rates) indicating the hours worked by Staff and owners	<input type="checkbox"/>
15	Details of any incentives received from card companies including details of any exclusivity arrangements or any other product rebates or incentives	<input type="checkbox"/>
<p>The above list is not exhaustive and we may require further information such as source documentation for a particular year or item. It is appreciated if the vendors MYOB or QuickBooks files are supplied in soft copy as this facilitates and assists in the review.</p>		