

This is **not an audit** of your records. It is a review for the purchaser. The purpose is to provide some assurance that the financial statements on which the purchase decision was made are reasonably accurate.

Please be assured that we will treat any information gathered as strictly confidential and with our utmost discretion.

2009 example

Completed



A full **Profit and Loss Statement and Balance Sheet** for the year ended 30th June 2008, including prior year comparative figures



List of **Aged Debtors** as at 30 June 2008



List of **Aged Creditors** as at 30th June 2008



All creditor **invoices/statements** unpaid at 30 June 2008



Copy of **Income Tax Return** for the year ended 30th June 2008



Copy of **bank reconciliation** as at 30 June 2008



Wages reconciliation annual statement and copies of PAYG Payment Summaries issued to employees for 2008 (as provided to the ATO)



Yearly commission earned statements from **Lotto and Golden Casket** (instant and online) 2007 (we have a copy of 2008)



Lotto and Golden Casket daily reports for the LAST individual days to 30 June 2008



Lotto and Golden Casket weekly settlement report for the weeks ended 2 July 2006 and 29 June 2008



Copy of **MYOB file** (if applicable) or copy of general ledger for 2008



BAS Statements for the 2008 year and annual reconciliation (if applicable)



IAS Statements for the 2008 year (if wages are lodged monthly)



Cheque butts, deposit books and bank statements for period 1 June 2008 to 31 July 2008



Documentation on any **card rebates** (eg. John Sands)



Stock Sheets / Stocktake Report as at the 30 June 2008

