



CHECKLIST FOR BOOKS & RECORDS

Turnaround + Solvency Solutions

Liability limited by a scheme approved under Professional Standards Legislation.



1 BANKING DOCUMENTS		
1.1	Current balance(s)	
1.2	Bank and account number(s)	
1.3	Contact person, contact number, fax number, branch details	
1.4	All Bank Statements (dating back at least 4 years prior to appointment date)	
1.5	All Cheque Books (for at least 4 years)	
1.6	All Deposit Books (for at least 4 years)	
1.7	Bank reconciliations	
1.8	Eftpos facility details (merchant number)	
1.9	Details of all Direct Debits	
2 CREDITORS		
2.1	Creditor's name(s), addresses and contact name	
2.2	Amount outstanding to each Creditor	
2.3	All Creditor Invoices	
2.4	All correspondence to and from Creditors (e.g. letter of demand)	
2.5	Personal Guarantee documents	
2.6	Purchase Orders	
2.7	Delivery Dockets	
3 FINANCIAL STATEMENTS		
3.1	Balance Sheets (at least 4 years)	
3.2	Profit & Loss Statements (at least 4 years)	
3.3	Monthly internal Profit & Loss Statements and Balance Sheets, if available	
3.4	Backup of Company's computer accounting system(if available)	
3.5	General Ledger and Cash Book print outs by account	
4 SALE OF BUSINESS		
4.1	Contract of Sale	
4.2	Valuation	
4.3	Proof of Sale (documentation evidencing receipt of monies)	
5 SECURED CREDITORS		
5.1	Details of securities and guarantee(s) name, address, contact phone number, etc.)	
5.2	A copy of the Lease/Hire Purchase Agreement(s)	
5.3	The current payout figure(s)	
6 RELATED PARTY TRANSACTIONS		
6.1	Details of related party transactions/loan accounts	
6.2	General Ledger accounts for related party accounts	
6.3	Cash Book listing of related party accounts	
6.4	Supporting documentation for all transactions	
6.5	Minutes to support Directors' wages, profit takings	
6.6	Directors' explanation for financial position of Company	
6.7	Assignment documents for any assigned debts	
6.8	Details of group structure	
7 EMPLOYEES		
7.1	Name, address and age of all Employees	
7.2	Details of whether the individuals are full time, part time, contractors, etc.	
7.3	Start date of all Employees	

7.4	Outstanding wages	
7.5	Outstanding commission, expenses	
7.6	Outstanding annual leave and long service leave	
7.7	Superannuation details <ul style="list-style-type: none"> • Superannuation Company/Companies • Employees' Superannuation Member Numbers • Outstanding amounts 	
7.8	Wage Record Book	
7.9	PAYG Summary for each Employee	
7.10	Group Certificates/Payment Summaries for past financial years	
7.11	Employees Tax File Numbers	
8 COMPANY RECORDS		
8.1	Minutes of Meeting	
8.2	Company Seal	
8.3	Company Register	
8.4	Trust Deed (where applicable)	
9 TAXATION		
9.1	All previous Income Tax Returns lodged	
9.2	All previous BAS lodged	
9.3	All correspondence to and from the ATO	
9.4	If any BAS outstanding, confirmation on whether (in your opinion) a refund would be due	
9.5	FBT returns (if applicable)	

ASSETS

10 ASSETS, PLANT & EQUIPMENT		
10.1	Listing	
10.2	Valuation (if available)	
10.3	Otherwise, a copy of the latest Depreciation Schedule	
10.4	Sale/purchase documentation for assets, plant and equipment	
11 LAND & BUILDINGS		
11.1	Description	
11.2	Valuation (if available)	
12 INTELLECTUAL PROPERTY		
12.1	Description	
12.2	Valuation (if available)	
12.3	Registration (if done)	
13 VEHICLES		
13.1	Value of vehicle (supported by valuation (if applicable))	
13.2	Details of vehicle (type, model, year)	
14 ASSETS UNDER LEASE/HIRE PURCHASE AGREEMENT		
14.1	Copies of Lease/Hire Purchase Agreements	
14.2	Details of assets subject to Lease/Hire Purchase Agreement(s)	
14.3	Whether repayments currently up to date	
14.4	Monthly repayment amount and the date the repayment is due	
14.5	Repayment schedule including interest	



15 DEBTORS/RETENTIONS	
15.1	Debtor name(s), address and contact name
15.2	Amount outstanding for each Debtor
15.3	Outstanding invoices and statements
15.4	Correspondence to and from Debtors
15.5	Paid invoices as far back as possible
15.6	If Debtors, when they are due to be received
15.7	If Debtors, whether they are in dispute
15.8	If retentions, when they are due to be released
15.9	If retentions, whether you expect any rectification work will be required
16 WIP	
16.1	For each project/item currently under way, please provide the following information <ul style="list-style-type: none"> • Expected completion date • Estimated cost of materials to completion • Estimated labour hours to completion • Number of staff members that would be required to complete
16.2	Amount receivable under contract – if work ceased immediately. Separate this figure between the amount receivable (and when), together with the amount that would be withheld by the Client as retention.
17 STOCK	
17.1	Listing of stock on hand
17.2	Value – if known
17.3	Suppliers, who supplied the stock on hand – if known
17.4	Location of stock
17.5	Details of any retentions of Title
18 LEGAL CLAIMS/ACTIONS	
18.1	Correspondence to and from Solicitors and Parties
18.2	Litigation documents
18.3	Statutory Demands/Court documents
18.4	Plaintiff(s)' and defendant(s)' Solicitor details

CONTACT DETAILS

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