



## Business Planning Checklist - Information Required

Name: \_\_\_\_\_

Year: 01 July 2023 to 30 June 2024

1. *Key agenda items you would like to discuss in the meeting?*  
\_\_\_\_\_  
\_\_\_\_\_
2. *What are your top 3 business goals and personal goals that influence the business?*  
\_\_\_\_\_  
\_\_\_\_\_
3. *What are your top 3 business concerns currently?*  
\_\_\_\_\_  
\_\_\_\_\_

<b>Information Required - Please Provide the Following:</b>	<b>Yes</b>	<b>No</b>
1. <b>Most recent statement of financial position (assets and liabilities)</b>		
2. <b>Most recent cashflow forecast to December 2024 or beyond</b>		
3. <b>Projected Income and Expenses to 30 June 2024 Please provide budgeted income &amp; expenses</b> <ul style="list-style-type: none"><li>○ <i>Would you like us to send you a template in excel to complete for your projected income &amp; expenses?</i></li></ul>		
4. <b>Ensure your software is reconciled up to date.</b>		
5. <b>Bank and loan statements showing the bank balance as at the reconciled date in your software?</b>		
6. <b>Do you have any business bank accounts or business loans that are not reconciled in your software? If yes please provide a copy of the YTD statements.</b>		
7. <b>Do you track your Aged Debtors in your Accounting Software? If no, please provide a list of the Aged Debtors YTD (money owing to you)</b>		
8. <b>Do you track your Aged Creditors in your Accounting Software? If no, please provide a list of the Aged Creditors YTD (money you owe)</b>		
9. <b>Did you have any stock on hand for resale? If so, please provide details of stock take valued at cost price</b>		
10. <b>Have you purchased any assets? (Shares, Plant &amp; Equipment, Property) If yes please provide copies of all relevant:</b> <ul style="list-style-type: none"><li>○ <i>Tax Invoices for Capital Purchases</i></li></ul>		



<ul style="list-style-type: none"><li>○ <i>Equipment Hire Purchase or Finance Documents (if applicable)</i></li><li>○ <i>Shares - Purchase Contracts</i></li><li>○ <i>Property - Contract, Settlement Statement</i></li></ul>		
<p><b>11. Have you sold any assets?</b> <i>(Shares, Plant &amp; Equipment, Property) If yes please provide copies of all relevant:</i></p> <ul style="list-style-type: none"><li>○ <i>Equipment sale date, trade in documents (if applicable)</i></li><li>○ <i>Shares – Sale Contracts</i></li><li>○ <i>Property – Sale Contract, Settlement Statement</i></li></ul>		
<p><b>12. Will you receive any investment income for the 2024 Financial Year?</b> <i>Please provide the YTD details for the following (if applicable):</i></p> <ul style="list-style-type: none"><li>○ <i>Interest</i></li><li>○ <i>Dividends</i></li><li>○ <i>Investment or Trust Distributions</i></li><li>○ <i>Rental Income</i></li></ul>		
<p><b>13. Have you made any super contributions?</b> <i>Please provide copies of your most recent superannuation fund statements</i></p>		
<p><b>14. Do you hold any personal insurances?</b> <i>(e.g Life, TPD) Please provide copies of the statements</i></p>		