

Business Health Check

CLIENT DETAILS

Client Name _____ Meeting Attendees _____ Date: ____ DD ____ MM ____ YYYY

STRUCTURE

Entity Type _____ Risk Effective _____ Tax Effective _____

Notes

FINANCIAL PERFORMANCE

Trends

Notes:

INCOME TAX

Lodgements up to date? _____ Superannuation maximisation? _____

Future sale of assets CGT? _____ PSI/PSB considered? _____

Losses & Planning? _____ Depreciation & SBE Rules? _____

Structure Review? _____

Notes:

INSURANCE

Checkbox

☐ General/Business ☐ Public Liability ☐ Professional Indemnity ☐ Workers Compensation ☐ Loss of Income ☐ Assets

Is insurance cover adequate? _____

Notes:

PAYROLL TAX

Is payroll tax payable? Wages > \$750K _____ Are there any groupings/exclusions (contracts)? _____

Notes

TAX STRATEGY & PLANNING

Is there a strategy in place? _____ Are liabilities under control? _____

Is there forecasting of tax liabilities to be paid? _____ Family Trust? _____

Notes

BUDGETING & FORECASTING

Is a budget currently done / needed? _____ Are there any groupings/exclusions (contracts)? _____

Notes

CONTRACTORS

Does the entity engage contractors? _____ Superannuation payable & paid? _____

Notes

GRANTS

What grants are currently received? _____

Are they accounted for currently? _____

SWOT ANALYSIS

Strengths _____ Weaknesses _____

Opportunities _____ Threats _____

Notes

COMPETITORS

List main competitors? _____

How do they differentiate? _____

Notes

ASSETS

Is entity correctly calculating depreciation if <\$2MIL"? _____

Notes

SOFTWARE

What accounting software is being used? _____

Are there any opportunities / weaknesses? _____

List add-ons being used _____

What opportunities exist with software

Notes

EMPLOYEES/CONTRACTORS

Is compliance followed for all employees?

☐ TFN Declaration

☐ Contracts

☐ Super Choice Form

☐ Rates of Pay

How is leave accrued / calculated? _____

Notes

CONCESSIONS / OTHER TAXES

Which of the following apply?

☐ Fuel Tax Rebate

☐ Export Market and Development Grant

☐ GST Concessions

☐ Research and Development

☐ Income Tax Exempt

Notes

OTHER

Notes