



# BOOKS & RECORDS CHECKLIST

What does a liquidator/administrator need?

## GENERAL

### FINANCIAL STATEMENTS (LAST 2 YEARS):

- Profit & Loss Statements
- Balance Sheets
- Asset Register / Depreciations Schedule
- Taxation Returns

### REGISTERS / DEEDS:

- Corporate Register
- Trust Deed
- Annual Returns and ASIC forms
- Minutes of Meetings of Directors and/or Members

### MYOB (OR EQUIVALENT) ACCOUNTING FILE:

- User Name & Password
- Back-up Disc / USB

### INSURANCE RECORDS:

- Workcover Policies
- Insurance Policies
- Other Insurance Records

### CASH RECORDS (LAST 2 YEARS):

- Bank Account Statements
- Cash Receipts Journal
- Bank Deposit Books
- Cash Payments Journal
- Cheque Butts
- Petty Cash Books

PLAIN TALK.  
STRAIGHT ANSWERS.  
FAST RESULTS.



### LEGAL FILES (LAST 2 YEARS):

- All files concerning legal matters.

### LICENCE / FRANCHISE AGREEMENTS:

- Queensland Building Licence
- Real Estate Licence
- Franchise Agreements
- Other Licences

## CREDITORS

### CREDITORS RECORDS:

- Aged Payable Schedule
- Unpaid Invoices
- Creditor Files
- Creditor Demand Letters

### ATO RECORDS:

- Running Account Statement
- ATO Demand Letters
- ATO Repayment Arrangements
- Director Penalty Notices
- Other ATO Correspondence

### BANK & LEASE RECORDS:

- Bank Loan & Overdraft documents
- Lease Agreements
- Security Documents

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## EMPLOYEE INFORMATION:

- Names and addresses
- Starting date
- TFNs
- Weekly Wages
- Outstanding entitlements
- Outstanding super schedule
- Award (or other industrial instrument) forming the basis of the respective employees' employment

## LANDLORD RECORDS:

- Lease Agreements
- Other Rental Documents

## ASSETS

### PLANT & EQUIPMENT:

- Asset Register / Depreciation Schedule
- Hire Purchaser Contracts
- Lease Agreement
- Rental Agreement

### TRADE DEBTORS:

- Aged Receivable Schedule
- Invoices & Statements Issued
- Delivery Dockets
- Customer Files

### STOCK / WIP

- Stocktake schedule
- Consignment Stock Report & Location
- WIP Records
- Construction / Project Files

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### MOTOR VEHICLES:

- Registration Notices
- Purchase Contracts
- Logbooks

### LAND:

- Property File
- Lease / Rental Documents
- Mortgage statements
- Current rates notice
- Original Certificate of Title

### WEB PAGES:

- Domain Details
- User Name & Password
- Service Provider details

### IP RECORDS:

- Intellectual Property File
- Legal Files
- Trade Mark Information

### SHOULD THE COMPANY HAVE DISPOSED OF ANY ASSETS IN THE LAST 12 MONTHS:

- Details of the assets disposed
- Any relevant contract of sale
- Any valuation of that property
- Settlement statements / confirmation of receipt of funds

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