



# Book and 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

### MYOB (OR EQUIVALENT) ACCOUNTING FILE:

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

### REGISTERS / DEEDS:

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

### INSURANCE RECORDS:

- Workcover Policies
- Insurance Policies
- Other Insurance Records

PLAIN TALK.  
STRAIGHT ANSWERS.  
FAST RESULTS.

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## GENERAL (continued)

### CASH RECORDS (LAST 2 YEARS):

Bank Account Statements

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Cash Receipts Journal

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Bank Deposit Books

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Cash Payments Journal

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Cheque Butts

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Petty Cash Books

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### LICENCE / FRANCHISE AGREEMENTS:

Queensland Building Licence

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Real Estate Licence

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Franchise Agreements

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Other Licences

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### LEGAL FILES (LAST 2 YEARS):

All files concerning legal matters.

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## CREDITORS

### CREDITORS RECORDS:

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

### BANK & LEASE RECORDS:

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

### LANDLORD RECORDS:

- Lease Agreements
- Other Rental Documents

### ATO RECORDS:

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

### 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

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## ASSETS

### PLANT & EQUIPMENT:

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

### STOCK / WIP:

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

### TRADE DEBTORS:

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

### MOTOR VEHICLES:

- Registration Notices
- Purchase Contracts
- Logbooks



## ASSETS

### LAND:

- Property File

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- Lease / Rental Documents

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- Mortgage statements

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- Current rates notice

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- Original Certificate of Title

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### IP RECORDS:

- Intellectual Property File

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- Legal Files

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- Trade Mark Information

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### WEB PAGES:

- Domain Details

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- User Name & Password

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- Service Provider details

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

- Details of the assets disposed

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- Any relevant contract of sale

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- Any valuation of that property

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- Settlement statements /  
confirmation of receipt of funds

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