

Books & Records Checklist

Bankruptcy

- **Financial information**

- Bank statements
- Credit card statements
- Taxation records (Income Tax Returns, correspondence with ATO)
- Payslips
- Cash book
- Bank deposit books/slips
- Cheque book stubs
- Additional income: details of child support payments, insurance benefits, superannuation or pension payments

- **Assets**

- Vehicle registration documents
- Certificate of Currency of Insurance
- Details of any investments
- Superannuation statements

- **Creditors**

- Invoices and statements
- Correspondence

- **Legal documents**

- Demands, writs and summonses
- Legal actions
- HP/rental agreements
- Any other finance agreements (e.g. bank loans)
- Child support agreements
- Details of guarantees provided
- Settlement statement (if property sold within 5 years)
- Sale agreement (if any other asset sold within the last 5 years)
- Family Court property settlement

- **Business records**

- Purchase and sales invoices
- Financial statements (including management accounts and draft Profit & Loss and Balance Sheet for the current year)
- Debtor correspondence
- Supplier/creditor correspondence
- Copy of electronic accounting records (MYOB, QuickBooks, etc.)
- Manual cashbooks
- Taxation records (BAS statements, correspondence with ATO)
- Debtors listing and details of Work in Progress (WIP)
- Stock listing
- Tools of Trade listing

- **Employee related records**

- Employment contracts
- Personnel files
- Payroll records (including PAYG payment summaries)
- Superannuation records
- Outstanding entitlements records