

BUSINESS HEALTH CHECK

This Business Health Check helps us understand how your bookkeeping, cash flow, payroll, reporting & internal processes are currently managed. Your responses will help identify areas that may require attention & opportunities to improve efficiency, accuracy & financial visibility.



BUSINESS SNAPSHOT

Business Name

ABN

Review Date

Industry / Type of Business

Business Structure

- ☐ Sole Trader
 ☐ Partnership
 ☐ Company
 ☐ Trust
- ☐ Not-for-Profit
 ☐ Other

Years in Operation

- ☐ Under 1 year
 ☐ 1–3 years
 ☐ 4–10 years
 ☐ 10+ years

Number of Employees

- ☐ None
 ☐ 1–5
 ☐ 6–10
 ☐ 11+

Completed By

Name

Position / Title



BUSINESS GOALS

What are your main business priorities? *Please select all that apply.*

- ☐ Improve cash flow
 ☐ Increase profitability
 ☐ Improve payroll
- ☐ Improve reporting
 ☐ Improve bookkeeping
 ☐ Improve compliance
- ☐ Improve systems & processes
 ☐ Prepare for growth
 ☐ Reduce administration

What is the biggest challenge affecting your business right now?

What would success look like for your business over the next 12 months?

How confident are you in your current financial position?

- ☐ Very confident
 ☐ Somewhat confident
 ☐ Not confident
 ☐ Unsure



CURRENT BOOKKEEPING SETUP

Review how the business's bookkeeping is currently managed.

Accounting Software

☐ Xero ☐ QuickBooks ☐ MYOB ☐ Reckon ☐ Excel / Manual Records ☐ Other

How often is the bookkeeping updated?

☐ Weekly ☐ Fortnightly ☐ Monthly
☐ Quarterly ☐ Irregularly ☐ Unsure

Who currently manages the bookkeeping?

☐ Business owner ☐ Employee ☐ External bookkeeper
☐ Accountant ☐ No regular person



RECORD ACCURACY & COMPLETENESS

Please select the response that best reflects your current position.

Are all business bank and credit-card accounts reconciled regularly?

☐ Yes ☐ Needs attention ☐ Unsure

Are sales, expenses, loans, assets and owner transactions recorded correctly?

☐ Yes ☐ Needs attention ☐ Unsure

Are supplier bills and customer invoices entered completely and without duplication?

☐ Yes ☐ Needs attention ☐ Unsure

Are transactions coded correctly for GST and reporting purposes?

☐ Yes ☐ Needs attention ☐ Unsure

Are receipts, invoices and supporting documents securely stored and easy to retrieve?

☐ Yes ☐ Needs attention ☐ Unsure

Are uncategorised, suspense or clearing-account balances reviewed and resolved?

☐ Yes ☐ Needs attention ☐ Unsure

Are business and personal transactions kept clearly separate?

☐ Yes ☐ Needs attention ☐ Unsure

Are there any missing records, unreconciled periods or bookkeeping problems?



CASH FLOW & FINANCIAL VISIBILITY

Review how clearly the business can plan and manage its cash flow.

Does the business use a cash-flow forecast or cash budget?

- ☐ Regularly ☐ Occasionally ☐ No ☐ Unsure

Is money set aside for GST, PAYG withholding, super and income tax, where applicable?

- ☐ Yes ☐ Sometimes ☐ No ☐ Unsure

Can the business generally pay wages, suppliers, loans and other commitments when due?

- ☐ Yes ☐ With difficulty ☐ No ☐ Unsure

How often are financial reports reviewed?

- ☐ Monthly ☐ Quarterly ☐ Annually ☐ Rarely ☐ Never

Which reports are currently reviewed? *Please select all that apply.*

- ☐ Profit and Loss ☐ Balance Sheet ☐ Cash Flow
☐ Aged Receivables ☐ Aged Payables ☐ Budget versus Actual
☐ Unsure

What creates the most pressure on your cash flow?



INVOICING & CUSTOMER PAYMENTS

Review how efficiently the business invoices and collects customer payments.

Are invoices issued promptly after work is completed or goods are supplied?

- ☐ Yes ☐ Sometimes ☐ No

Are overdue invoices reviewed and followed up regularly?

- ☐ Yes ☐ Sometimes ☐ No

What are your typical customer payment terms?

- ☐ Due immediately ☐ 7 days ☐ 14 days ☐ 30 days ☐ Other

Approximately how much is currently overdue?



PAYROLL & STAFF

Consider whether payroll, superannuation & employee records are managed correctly.

Do you currently employ staff?

- ☐ Yes ☐ No

If no, please continue to the next section.

Are payroll, STP and employee records kept up to date?

- ☐ Yes ☐ Needs attention ☐ Unsure

Are superannuation contributions calculated and paid on time?

- ☐ Yes ☐ Needs attention ☐ Unsure

Are timesheets, leave balances and payroll liabilities regularly reviewed?

- ☐ Yes ☐ Needs attention ☐ Unsure

Are there any payroll or superannuation issues requiring attention?

- ☐ Yes ☐ No ☐ Unsure

If yes, please provide details



EXPENSES & SUPPLIERS

Review how business costs and supplier payments are managed.

Which costs place the most pressure on the business? *Please select all that apply.*

- | | | |
|--|---|------------------------------------|
| ☐ Wages | ☐ Fuel / Vehicles | ☐ Freight |
| ☐ Materials / Stock | ☐ Rent / Accommodation | ☐ Insurance |
| ☐ Subcontractors | ☐ Other | |

Are supplier bills reviewed and paid on time?

- ☐ Yes ☐ Sometimes ☐ No ☐ Unsure

Are loans, vehicles and equipment recorded correctly?

- ☐ Yes ☐ Needs attention ☐ Unsure

What is the business's largest or fastest-growing expense?



BAS & BUSINESS OBLIGATIONS

Review whether the business's reporting and payment obligations are current.

Are BAS and IAS lodgements up to date?

- ☐ Yes ☐ No ☐ Unsure ☐ Not Applicable

Are BAS and IAS payments up to date?

- ☐ Yes ☐ No ☐ Payment Arrangement ☐ Unsure

Which registrations or reporting obligations apply? *Please select all that apply.*

- ☐ GST ☐ PAYG withholding ☐ Payroll tax
☐ TPAR ☐ Fuel tax credits ☐ Unsure

Are there any outstanding ATO matters or upcoming deadlines?

- ☐ Yes ☐ No ☐ Unsure

If yes, please provide details



SYSTEMS & PROCEDURES

Review which key systems and procedures are currently in place.

Which procedures are currently documented? *Please select all that apply.*

- ☐ Payroll procedures ☐ Employee onboarding ☐ Client onboarding
☐ Internal Business Procedures ☐ None currently ☐ Unsure

Are business records backed up and protected?

- ☐ Yes ☐ Needs attention ☐ Unsure

Does the business have a staff handbook or documented workplace policies?

- ☐ Yes ☐ No ☐ Not Applicable

Are there any systems or procedures you would like to improve ?



SUPPORT REQUIRED

Select the areas where you would like TR Accounting Services to assist.

Which areas would you like TR Accounting Services to assist with? *Please select all that apply.*

- | | | |
|--|--|---|
| ☐ Ongoing Bookkeeping | ☐ Catch-Up / Cleanup Work | ☐ Bank Reconciliations |
| ☐ Accounts Payable | ☐ Accounts Receivable | ☐ Payroll |
| ☐ BAS / IAS | ☐ Xero Support / Training | ☐ Financial Reporting |
| ☐ Cash Flow Reporting | ☐ Systems & Procedures | ☐ EOFY Preparation |

Is there anything else you would like us to know?



NEXT STEPS

Thank you for completing your Business Health Check.

This information helps us better understand your business and identify areas where we may be able to improve efficiency, compliance, reporting, and overall business processes.

Please return the completed form prior to your meeting or review session

BAS Agent Business Name : TR Accounting Services

BAS Agent Name : Thilini Ranasinghe

Registered BAS Agent Number : 26321277



OFFICE USE ONLY

Overall Position	☐ On Track	☐ Monitor	☐ Action Required
Follow-Up Required	☐ Yes	☐ No	

Notes



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