

Name: _____ Appointment: _____

Accountant: _____ Year Ended: _____

ACCOUNTING SOFTWARE

- Backup of data file*

*Please provide information below if relevant.

INCOME

- Income from sales and/or the provision of services:
 - Bank statements indicating nature of each deposit
 - Reconciled cashbook incl drawings taken
 - Debtors listing
 - Completed green Sales sheet
- Banks, building societies, investments & term deposit accounts:
 - Statements with total interest received
- Rental properties
 - Statements of income received
- Share trading statements
 - Statements of shares purchased, sold or held (with price, dates purchased or sold, brokerage/stamp duty)
 - Dividend statements
- Disposal of plant and property
 - Provide asset description
 - Dates & values of purchase & sale
- Capital Gains
 - Details of any personal or business assets acquired on or after 20/09/85 that were sold/exchanged in the year
 - Details of additions/improvements to assets
- Assessable Government & Other Payments
 - Details of any assessable Government Industry Payments
- Other Income
 - Bank statements, receipts, cash book records of any other income

EXPENSES

- Loans
 - Statements for all loans owing by the business, with an end of financial year balance and interest paid
- Employees
 - Copies of payment summaries and annual reconciliation for salaries and wages
 - Information relating to super contributions made for each employee and director
- Rental property
 - Details of all expenditure incurred
 - Date of purchase of rental property as per contract
- Motor vehicles (if used by business)
 - Expenditure on fuel, oil, registration, repairs etc
 - Log books
 - Odometer readings for the first and last date of the financial year
 - Total business km for financial year
 - Engine size
- Travel expenses
 - Travel diary and other documentation
- Insurance
 - Details of policy, provider, premiums, amount covered (latest renewal notice)
 - Key Person Insurance - Life, TPD, Trauma, Income Protection
 - Business Expense Insurance
- Assets
 - List all business assets showing date of purchase, price, description, hire purchase or lease details
 - Details of any repairs or maintenance to business assets during the tax year

- Leased plant and motor vehicles
 - Detailed list of all plant and motor vehicles leased and expenses for each including contracts
- Other expenses
 - Petty cash expenditure summary, expense items
 - Documentation of other items you think might be deductible - cheque butts, receipts

OTHER ITEMS

- Quantity (livestock)/value of stock on hand at 30 June
- Information about payments to related parties, eg loans to family members
- Personal income tax/investment details (see ITR Wiz)
- Spouse/children income and investment details
- Creditors listing
- Do you want 360 FV to check your BAS details?
 - No
 - Yes—please provide copies of audit trail and completed BAS form

WORK SCHEDULING

We schedule our clients work throughout the year, if you have special completion requirements please give details below:-

- Date Required:.....
- Reason:
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