



CLIENT NAME:

Email:

BUSINESS COMPUTER USERS ie MYOB/QUICKBOOKS

User ID:

Password:

Bank and Loan Accounts

- Reconcile all Bank and Loan accounts.
- Peruse the outstanding cheques and deposits list to ensure all are current.
- Please attach reconciliation reports and bank statements for period end date.

Debtors (customer monies owed to you)

- Do you use the debtors recording provided by your software?
- Reconcile your debtors list to the general ledger balance as at period end.
- Peruse the debtors list to ensure all are current.

Creditors (money owed by you)

- Do you use the creditors recording provided by your software?
- Reconcile your creditors list to the general ledger balance as at period end.
- Peruse the creditors list to ensure all are current.
- Please attach a list of Creditors and amounts owed.

Employees

- Do you have employees (including directors)?
- Have you issued PAYG Summaries for all employees?
- Have you reconciled the PAYG payment summary totals to your BAS's for the period and to the general ledger balance for the period?
- Please provide a copy of the annual PAYG reconciliation.
- Ensure that the 9% super guarantee has been paid for all employees.

Related Entity Transactions

Do you have transactions/loans between related entities within your group?

- Cross check related party transactions to ensure they are recorded in both entities ie loans, plant hire, superannuation paid to smsf, interest, purchase/expenses b/- related parties.

- Any expenses/purchases on behalf of related parties should be claimed in the entity to whom it is invoiced to. Talk to your client manager for recording assistance if you have these types of transactions.

Bank/Finance Company Loans

Do you have Bank or finance company loans?

- Check all repayments have been recorded in the general ledger accounts (and are recorded in the same general ledger account)
- Do you have any equipment leases, HP or Chattel Mortgages.
- Check all repayments have been recorded in the general ledger accounts (and are recorded in the same general ledger account)

Tip: Leases are recorded as expenses and would attract GST. HP & Chattel mortgages are recorded to liability accounts.

Tip: If you have equipment under HP there are GST implications dependant upon your GST reporting basis. Talk to your accountant about recording of these transactions.

Do you Keep stock for resale?

- Advise closing stock on hand as at period end at cost and excluding GST

Do you use a motor vehicle for income producing activities?

- Check all motor vehicle expenses have been recorded.
- If an individual or partnership, check that the expenses have been adjusted appropriately for private use per the logbook
- Advise business use percentage per log book.
- Is the logbook less than 5 years old

Other Items

- Check that all transactions have narratives advising what the transaction was for e.g. "car repair", "purchase Toshiba computer", "purchase desk"
- Make sure data files are backed up somewhere other than your computer hard drive and backups are stored off premises.
- You should have a regular back up program in case a system failure causes all the data to be lost. It Happens!!
- Better to only have to re-input a day or two than a whole years data.

Do not change the data or enter transactions after the file has been provided to us as much time is often spent trying to figure out what changes have been



made to the previous years data and this is costly for you when it happens.

ALL OTHER BUSINESSES

Bank and Loan Accounts

- Provide copies of all bank statements
- Provide all cheque/deposit books

Debtors (customer monies owed to you)

- Provide a full list of debtors and amount owing as at 30/06

Creditors (money owed by you)

- Please attach a list of Creditors and amounts owed.

Employees

- Do you have employees (including directors)?

Have you issued PAYG Summaries for all employees?

- Have you reconciled the PAYG payment summary totals to your BAS's for the period
- Please provide a copy of the annual PAYG reconciliation.
- Ensure that the 9% super guarantee has been paid for all employees.

Related Entity Transactions

Do you have transactions/loans between related entities within your group?

- Identify related party transactions to ensure they are recorded in both entities ie loans, plant hire, superannuation paid to smsf, interest, purchase/expenses b/- related parties.
- Any expenses/purchases on behalf of related parties should be claimed in the entity to whom it is invoiced to. Talk to your client manager for recording assistance if you have these types of transactions.

Bank/Finance Company Loans

Do you have Bank or finance company loans?

- Provide copies of all loan statements for the year

Do you have any equipment leases, HP or Chattel Mortgages.

- Provide copies of equipment finance documents & invoices for assets purchased

Do you Keep stock for resale?

- Advise closing stock on hand as at period end at cost and excluding GST

Do you use a motor vehicle for income producing activities?

- Check all motor vehicle expenses have been recorded.
- If an individual or partnership, check that the expenses have been adjusted appropriately for private use per the logbook
- Advise business use percentage per log book.
- Is the logbook less than 5 years old

Other Items

- Check that all transactions in your cheque books have narratives advising what the transaction was for e.g. "car repair", "purchase Toshiba computer", "purchase desk"

SELF MANAGED SUPER FUNDS

- Provide copies of all bank account, term deposit & cash based investment statements

Rental Properties:

- Agents statements
- Copies of all invoices/receipts
- Copies of insurance policies, rates notices & land tax notices
- Copies of lease/tenancy agreements

If a property was bought/sold during the year:

- Copies of contract, solicitors settlement statement and invoice, and agents invoice (if sold)

Shares:

- Copies of all dividend statements
- Copies of all share purchase/sale contract notes
- Copies of CHESS or Issuer Sponsored holding statements
- Details of all splits, buybacks, mergers, demergers etc

Managed Funds Investments:

- Copies of all distribution statements
- Copies of annual tax statements

Fund Expenses:

- Copies of all invoices &/or receipts for fund expenditure

Life Insurance:

- Copies of any policies taken out by the fund on behalf of members

Other Assets:

- Details of any other assets owned/bought/sold by the fund



INDIVIDUAL INFORMATION

INCOME

- Group Certificates (including pensions):**
Number of certificates attached _____
- Other Salary income** (includes any directors' fees, commissions etc.):
- Termination Payments** (If you received a lump sum termination, please provide the Eligible Termination Statement – ETP Statement):
- Interest** (money received on your bank accounts)

- Dividends**
Please provide copies of dividend statements showing income received. Please note: If you are on the **dividend reinvestment plan (DRP)**, which means you don't physically get the money to bank, rather the fund uses that money to buy you more shares, it is still income and must go in your return
- Trusts and Partnerships**
(examples of trusts are BT funds, Merrill Lynch, AXA etc.). Please provide documents to show income from all funds:
- Capital Gain.**
Did you sell any assets such as shares or property that were acquired after 20 September 1985?

If yes, please provide documentation showing;
When it was purchased & its cost
Documents on sale/ funds received
- Rental Income.**
Please attach details of the amount of rent received and all expenses separated into categories. Please supply settlement sheets and purchase documents if you acquired property after 1st July 2007.
Please provide a list of rental properties & attach all information for each.
- Any other income.**
(Please provide details of any other income you received in the financial year that does not fit into any of the above categories.)

DEDUCTIONS

Please ensure you are able to substantiate all claims, even if less than \$300.

- Motor Vehicle.**
Did you use your own car for business / work purposes through the year?

If yes, please provide one of the following:

- Log Book Method – Business % use**
(Please ensure you keep a log book for a continuous period of 12 weeks). Please provide details of all expenses you incurred over the financial year including fuel, repairs / maintenance, registration / insurance etc.

If you have a loan for the vehicle, please provide details of the interest you paid over the year and the cost of the car. If you have a hire purchase, please provide a copy of the purchase contract.

If you had a lease for your vehicle please provide details of your lease payments.

- Kilometres Method:** You use your car for work, but have not kept a logbook. Let us know how many kilometres you would have travelled for work. The maximum the ATO allows you to claim is 5000 kilometres.
Kilometres:
Car Engine Size: (in litres i.e. 1.6 litres):

- Work Uniform.**
Do you have to wear a logo uniform or protective clothing?
If yes, were you out of pocket through the year for purchasing any new items? (If so, please provide details).

- Other Work Related Deductions**
Diary / stationery / work materials
Union fees / professional bodies
Sickness & accident insurance / income protection
Donations / school building fund
Seminar costs or self education

- Other.** (Any costs you incurred that were directly related to your job). Please provide details.

Note: If you have attended University, now or in the past and are paying off your fees through HECS, please provide us with your HECS statement to include in your return.

REBATES

- Private Health Insurance:-** Do you have private health insurance?
- Spouse**
Did you have a spouse for the full financial year?
Is your spouse dependant (earns less than \$6000)?



Does your spouse receive any benefits from Centrelink?

Details of Benefits

Superannuation

Are you self-employed? If yes, please provide details of contributions you made to your superannuation for the financial year.

Medical Expenses.

You may be entitled to a rebate if your out of pocket medical expenses exceed \$1500. (This means, if you

are in a private health fund, the portion of expenses that you do not get any money back.)

If the total medical expenses exceed \$1500, you are entitled to a 20% rebate on the amount over the \$1500.00 threshold.

Please provide a summarised total of your expenses (the out of pocket amounts only).

OTHER. If you are unsure of the category information belongs, please include details of any other information you would like us to be aware of.