

Entity Name: _____

BUSINESS TAX RETURN & FINANCIAL STATEMENTS CHECKLIST

The following checklist will assist you in collating information to be forwarded to our office.

Please tick the box and attach the relevant documents.

SOURCE DOCUMENTS

If you have a **computerised** accounting system please provide the following items for the year ended 30 June 2019:

- Online invitation to live file
- Backup of program either on USB, CD or email back-up (please circle)
- Program used e.g.: MYOB, Xero, QuickBooks, Reckon: _____
- Version used: _____
- Password (if applicable): _____

If you use a **manual** system please provide the following item for the year end 30 June 2019.

- Manual Cashbook
- Bank Deposit and Cheque Books
- Payroll and/or Employee Wage Books

BANK/LOAN STATEMENTS

Please also provide the following statements for the period 1 July 2018 to 30 June 2019

- Bank** Statements for all business accounts; reconciled and unreconciled accounts
- Loan** Statements for all business accounts; reconciled and unreconciled accounts

INCOME

If using a **manual** system please remember to include the following:

- | | |
|--|--|
| <input type="checkbox"/> Trading Income | <input type="checkbox"/> Other income (royalties & rebates) |
| <input type="checkbox"/> Work in Progress as at 30 June 2019 | <input type="checkbox"/> Primary Producer Subsidies |
| <input type="checkbox"/> Details of assets sold | <input type="checkbox"/> Dividends, including franking credits |

EXPENSES

If using a **manual** system please remember to include the following:

- | | |
|---|--|
| <input type="checkbox"/> Repairs and Maintenance | <input type="checkbox"/> Salaries, including fringe benefits |
| <input type="checkbox"/> Rates, Land Taxes & insurance premiums | <input type="checkbox"/> Advertising |
| <input type="checkbox"/> Interest on borrowed monies | <input type="checkbox"/> Bad Debts written off during the year |
| <input type="checkbox"/> Donations over \$2 | <input type="checkbox"/> Commissions |
| <input type="checkbox"/> Professional fees (legal, accounting) | <input type="checkbox"/> Leasing Expenses |
| <input type="checkbox"/> Superannuation Contributions | <input type="checkbox"/> Subscriptions |
| <input type="checkbox"/> Motor Vehicle Expenses (inc Log Book if necessary) | <input type="checkbox"/> Travel & Accommodation |
| <input type="checkbox"/> Research & Development Expenditure | <input type="checkbox"/> Bank Fees |

STOCK

Please provide a value and quantity for Stock on Hand for the Business and/or Closing Livestock Numbers as at 30 June 2019.

- Grain on Hand _____ tonnes Livestock on Hand _____ head
 Cotton on Hand _____ bales Other: _____
 Stock on Hand _____ value

FARM MANAGEMENT DEPOSITS/BONDS

- Please provide confirmation of deposits and/or withdrawals

ASSETS

- Details of assets (land, property, plant, equipment & machinery) bought or sold during the year include type, date and consideration.
 Trade Debtors as at 30 June 2019
 Details of or changes to loans to directors, shareholders and their relatives

LIABILITIES

- New lease and/or hire purchase or chattel mortgage agreements for items acquired during the year
 Details of any leases and/or hire purchase agreements paid out during the year
 Trade Creditors as at 30 June 2019
 Provision for Long Service or Annual Leave entitlements

OTHER – Family Trust Distributions

Will you be looking at finance in the near future for the following?

- Vehicle
 Home
 Rental Property

If there is to be distributions to children and/or other family members please provide details of any Centrelink or Family Assistance Office entitlements currently being received ie: Youth Allowance or Family Tax Benefit. This will ensure that distributions are allocated accordingly.