

2016 Business Year End Checklist



Entity Name: **Date:**

Below is a Checklist of the primary information we will require from you in order to attend to your Business and/or Investment Entity Year End Compliance Work encompassing preparation and lodgement of Financial Statements, Income Tax returns and other Supporting Documentation as required. We know you would prefer to not have to complete another checklist ☺, but it genuinely helps us do the work right, do the work quickly, do the work efficiently and do the work cost effectively. It can also help you identify all relevant matters and information we will need so that nothing is missed (ie. because we weren't made aware of a matter or transaction). So do please take the time to complete it.

PLEASE NOTE: If there is relevant information you are unable to provide at this time, it could result in a delay in the processing of your return and could result in us having to spend more time doing so than is optimal. This could also therefore potentially result in an increased fee than might otherwise be the case. So please do your best to provide all relevant information upfront wherever possible.

Update of Contact Details

To ensure that our records are up to date, please provide us with any relevant changes to the following details:

Physical Address:	<input type="text"/>	
Postal Address:	<input type="text"/>	
Email:	<input type="text"/>	
Work Phone / Home Phone:	<input type="text"/>	
Mobile Phone:	<input type="text"/>	
First Time Financial Statements & Income Tax Returns	Enclosed	N/A
If we are preparing your accounts for the first time, please provide copies of your entities last Financial Statements & Income Tax Returns.	<input type="checkbox"/>	<input type="checkbox"/>
Computerised Accounting Systems	Done	N/A
If using Xero, please provide us with online access if not already.		
If using any other system, please either provide us with online access, or otherwise provide us with a Backup/Export of data for the year or, as a last resort, provide relevant Reports from the system including Profit & Loss Statement, Balance Sheet, Trial Balance and (Detailed) General Ledger.	<input type="checkbox"/>	<input type="checkbox"/>
Manual Accounting Systems	Enclosed	N/A
Please provide the following information: <ul style="list-style-type: none"> Reconciled Cashbook, or If you do not use a Cashbook, please provide a summary of all your business and investment income and expenses for the year 	<input type="checkbox"/>	<input type="checkbox"/>
Cash Balances	Enclosed	N/A
Please provide the following information if we have not been provided with View Only Internet Banking Access to your business/investment cash accounts: <ul style="list-style-type: none"> Copies of Bank Statements for the period 1 July to 30 June (inclusive of those dates), or Bank Reconciliation Report <u>and</u> Bank Statement as at 30 June. 	<input type="checkbox"/>	<input type="checkbox"/>

Accounts Receivable	Enclosed	N/A
If not already in your computerised accounting system, please supply your list of Debtors (customers who owed you money) as at 30 June and advise which ones should be written off (if any).	<input type="checkbox"/>	<input type="checkbox"/>
Investments / Properties	Enclosed	N/A
Please provide details of all investment and rental property INCOME received during the year, including: <ul style="list-style-type: none"> • Dividends (Statements and/or Advisor Summary Report or your own Summary) • Interest (if not on other documentation otherwise provided) • Managed Fund / Trust Taxation Statements (<u>Actual Statements</u> issued by the Funds or your Advisor's Summary Reports are required, <u>your own Summary will not be sufficient</u>) • Rental income (Estate Agent Summary Reports and/or your own Summary of other expenses) 	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of Investments/Properties PURCHASED during the year, including: <ul style="list-style-type: none"> • copy of Contracts for Purchase (often referred to as the O&A), and • copy of Settlement Statements • Quantity Surveyor's depreciation report (if prepared) 	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of Investments/Properties SOLD or DISPOSED during the year, including: <ul style="list-style-type: none"> • copy of Contracts for Purchase (if not previously provided) & copy of Contracts for Sale, and • copy of Settlement Statements (purchase, if not previously provided, & sale) 	<input type="checkbox"/>	<input type="checkbox"/>
Stock / Inventory / Work in Progress	Confirmed / Enclosed	N/A
If you qualify as a Small Business (turnover under \$2m), please confirm the value of stock at 30 June does not exceed the value at the previous year end by more than \$5,000?	<input type="checkbox"/>	<input type="checkbox"/>
Otherwise, please advise the Value of Stock on hand and/ or Work in Progress as at 30 June. Is the Value you have used the Cost / Market / Replacement Value (Circle applicable one)?	<input type="checkbox"/>	<input type="checkbox"/>
Prepayments	Confirmed / Enclosed	N/A
If you qualify as a Small Business (turnover under \$2m), please confirm you have not paid any expenses in advance spanning a period of more than 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
Otherwise, have you paid any expense in advance? For example: <ul style="list-style-type: none"> • Subscriptions • Insurance • Internet / Phone Access • Legal Fees If so, please provide a schedule detailing amounts paid and period covered?	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Assets (Plant & equipment, Motor vehicles, etc)	Enclosed	N/A
If not detailed in your computerised accounting system please provide: <ul style="list-style-type: none"> • Details of plant & equipment (including vehicles) PURCHASED during the year, including date of purchase, cost and estimated useful life • Details of plant & equipment SOLD during the year, including date (and sale price if any) 	<input type="checkbox"/>	<input type="checkbox"/>
Please review your Plant & Equipment Depreciation Schedule(s) from the previous year. Advise of any items that have been SCRAPPED, TAKEN FOR PERSONAL USE or TRADED IN , the date this occurred and the value at the time?	<input type="checkbox"/>	<input type="checkbox"/>

Accounts Payable & Credit Cards	Enclosed	N/A
If not already in your computerised accounting system, please supply your list of Creditors (suppliers you owe money to) as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
Please provide the following information if we have not been provided with View Only Internet Banking Access to your credit card accounts: <ul style="list-style-type: none"> Copies of Bank Statements for the period 1 July to 30 June (inclusive of those dates), or Bank Reconciliation Report <u>and</u> Bank Statement as at 30 June. 	<input type="checkbox"/>	<input type="checkbox"/>
GST	Enclosed	N/A
If you did not use your computerised accounting systems to prepare your Business Activity Statements, please provide copies of your Business Activity Statement Calculation Worksheets or Other Working Papers for BASs lodged during the year.	<input type="checkbox"/>	<input type="checkbox"/>
Annual Leave / Long Service Leave	Acc System / Enclosed	N/A
If your payroll is not run through your computerised accounting system, please provide a schedule of employee leave entitlements as at 30 June, including: <ul style="list-style-type: none"> Employee Name, Type of Leave, Number of Days Owed, Entitlement Value (\$) 	<input type="checkbox"/>	<input type="checkbox"/>
Wages / PAYG Withholding / Superannuation	Acc System / Enclosed	N/A
If your payroll is not run through your computerised accounting system, please provide details of your employees' superannuation entitlements and actual contributions made, including date of payment and/or amount outstanding. Have all paid amounts cleared your bank account as at 30 June?		
Please provide copies of Payment Summaries and your PAYG Year End Summary Statement (if not prepared by us).	<input type="checkbox"/>	<input type="checkbox"/>
Leases / Hire Purchases / Chattel Mortgages	Enclosed	N/A
Please provide a copy of all new Lease / Hire Purchase / Chattel Mortgage agreements entered into during the year.	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details including supporting documentation for any Lease / Hire Purchase / Chattel Mortgage Paid Out or Refinanced during the year.	<input type="checkbox"/>	<input type="checkbox"/>
Bank Loans	Enclosed	N/A
Please provide the following information if we have not been provided with View Only Internet Banking Access to your credit card accounts: <ul style="list-style-type: none"> Copies of Bank Statements for the period 1 July to 30 June (inclusive of those dates), or Bank Reconciliation Report <u>and</u> Bank Statement as at 30 June. 	<input type="checkbox"/>	<input type="checkbox"/>
If any new loans were entered into during the year please provide copies of the initial Loan / Facility Agreement. If the loan was used for both business and personal purposes, please provide details of the split between the two purposes?	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicles	Enclosed	N/A
For each motor vehicle used for private purposes, please advise – <ul style="list-style-type: none"> The Business Use Percentage (as supported by a Log Book maintained for at least 12 weeks during the year), or The Odometer Readings on 1 April last year and on 31 March this year, and Advise who was the Employee (or Associate) that used the vehicle for private purposes? 	<input type="checkbox"/>	<input type="checkbox"/>

Travel	Confirmed / Enclosed	N/A
Where travel expenses have been incurred, please confirm – <ul style="list-style-type: none"> All travel is 100% for business purposes, and You hold and can supply a Travel Diary for ALL International Trips, and for Domestic Trips of 6 nights or more proving they were 100% for business purposes? 	<input type="checkbox"/>	<input type="checkbox"/>
Alternatively, please advise – <ul style="list-style-type: none"> The Employee(s) (and/or Associates) on each trip, The Business Percentage of each trip, and For ALL International Trips, and for Domestic Trips of 6 nights or more, confirm you hold Travel Diaries for each trip to prove the Business Percentage advised above? 	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment	Confirmed / Enclosed	N/A
Where entertainment expenses have been incurred, please confirm ALL entertainment is 100% for Staff (and/or their Associates)?	<input type="checkbox"/>	<input type="checkbox"/>
Alternatively, please provide a summary of each entertainment event advising - <ul style="list-style-type: none"> The nature of the event, The number of Staff (and their Associates) at each event, and The number of Clients at each event? 	<input type="checkbox"/>	<input type="checkbox"/>
Other Items and Notes		