

CHECKLIST FOR INFORMATION REQUIRED FOR THE YEAR ENDED 30 JUNE 2018

- Stock on hand** obtained from your stocktake, OR livestock numbers (see schedule overleaf).
- Motor Vehicle** Log Book and Odometer reading as at 30 June (see schedule overleaf).
- Debtors and creditors** as at 30 June.
- PAYG Payment Summaries** received from:
 1. Employers
 2. Superannuation Payments or ETP's
- Back up of Data / Reconciled Cash Book.**

If a computerised cashbook is used, please print the Bank Reconciliation as at 30 June and supply it to us, together with a backup. If you have a number of bank accounts, reconciliations are required to be completed for all accounts not just your main account.
- Details of any **income received in June**, but not banked until July.
- Bank Statements** for *all* accounts held during the year:
 1. Bank accounts
 2. Agents' accounts
 3. Savings Accounts
 4. Investment accounts and Term deposits.
- Details of any items of **plant purchased** including:
 1. Date Purchased
 2. Full Price
 3. Method of purchase (ie. cash, hire purchase, lease or other borrowings)
 4. Details of trade in
 5. Attach all relevant documentation, ie Contracts or Agreements.
- Details of any **plant sold**, including sale price and relevant contracts or agreements.
- Dividend advice for any **dividends received**.
- Breakdown of **insurance** premiums paid together with the **policy premium notice**.
- Conduct and Compensation** Agreements for any Compensation Received
- Rental Property** details such as annual statements, income and expense details and investment loan statements.
- For a newly acquired rental property, please supply:
 - Quantity surveyors' report
 - Purchase contract and settlement statement
- Superannuation questionnaires** regarding claiming contributions as allowable deductions.
- Receipts for **cash expenses**.
- PAYG Payment Summaries**, copies of all those issued to employees.
- 2018 Private Health Insurance Statement** for all family members.
- Copy of **Business Activity Statements**, Instalment Activity Statements and work papers.
- Bank Account Details**—The Taxation Office will NOT issue Income Tax Refund Cheques anymore so Bank Account Details must be completed to receive any refund.
- BankLink Clients**—please provide the 30 June bank statement for all accounts on BankLink.
- Child Support**— Total of all child support payments made to 30 June 2018.
- Review your **Depreciation Schedule** for 2017 and advise any assets that have been disposed of and/or no longer in use.

Fox & Rynne

- Accountants Pty Ltd -

PLEASE PROVIDE DETAILS SO THAT WE CAN ENSURE OUR RECORDS ARE UP TO DATE:

BUSINESS NAME: _____

ADDRESS: _____

PHONE NUMBERS: _____

EMAIL: _____

LIVESTOCK SCHEDULE

	SHEEP	CATTLE	HORSES	PIGS	OTHER
Stock on Hand 1 July	_____	_____	_____	_____	_____
Purchases	_____	_____	_____	_____	_____
Natural Increase	_____	_____	_____	_____	_____
TOTAL 'A'	=====	=====	=====	=====	=====
Sales	_____	_____	_____	_____	_____
Deaths	_____	_____	_____	_____	_____
Rations	_____	_____	_____	_____	_____
Stock on Hand 30 June	_____	_____	_____	_____	_____
TOTAL 'B'	=====	=====	=====	=====	=====

TOTAL 'A' should equal TOTAL 'B'.

MOTOR VEHICLE SCHEDULE

PLEASE NOTE THAT IF THERE IS NO LOG BOOK KEPT, THE ONLY DEDUCTION AVAILABLE FOR MOTOR VEHICLE EXPENSES IS 66C PER KM, TO A MAXIMUM OF 5000 KM.

MOTOR VEHICLE	1 JULY 2017 ODOMETER	30 JUNE 2018 ODOMETER	TOTAL KM TRAVELLED	% PRIVATE	% BUSINESS	DATES LOG BOOK KEPT
						to
						to
						to