

# CHECKLIST FOR INFORMATION REQUIRED FOR THE YEAR ENDED 30 JUNE 2020

- 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.
- Single Touch Payroll**
  - Yearly report or PAYG Summaries issued if not on Single Touch Payroll.
  - Records of wages paid including any manual records.
- 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:
  - Bank accounts
  - Agents' accounts
  - Savings Accounts
  - Investment accounts and Term deposits.
- Banklink Clients**—please provide the 30 June bank statement for all accounts on Banklink.
- Details of any items of **plant purchased** including:
  - Date Purchased
  - Full Price
  - Method of purchase (ie. cash, hire purchase, lease or other borrowings)
  - Details of trade in
  - 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**.
- 2020 Private Health Insurance Statement** for all family members (Download from Private Health Insurer).
- 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.
- Child Support**— Total of all child support payments made to 30 June 2020.
- Review your **Depreciation Schedule** for 2019 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	_____	_____	_____	_____	_____
<b>TOTAL 'A'</b>	=====	=====	=====	=====	=====
Sales	_____	_____	_____	_____	_____
Deaths	_____	_____	_____	_____	_____
Rations	_____	_____	_____	_____	_____
Stock on Hand 30 June	_____	_____	_____	_____	_____
<b>TOTAL 'B'</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 68C PER KM, TO A MAXIMUM OF 5000 KM.

**PLEASE NOTE THAT LOG BOOKS ONLY LAST FOR 5 YEARS BEFORE A NEW ONE IS REQUIRED.**

MOTOR VEHICLE	1 JULY 2019 ODOMETER	30 JUNE 2020 ODOMETER	TOTAL KM TRAVELLED	% PRIVATE	% BUSINESS	DATES LOG BOOK KEPT
						to
						to
						to