

2022 FINANCIAL YEAR INFORMATION

BUSINESS NAME: _____

ADDRESS: _____

PHONE NUMBERS: _____

EMAIL: _____

LIVESTOCK SCHEDULE

	SHEEP	CATTLE	HORSES	PIGS	OTHER
OPENING Stock on Hand					
1 July 2021	_____	_____	_____	_____	_____
ADD Purchases	_____	_____	_____	_____	_____
ADD Natural Increases	_____	_____	_____	_____	_____
LESS Sales	_____	_____	_____	_____	_____
LESS Deaths	_____	_____	_____	_____	_____
LESS Rations	_____	_____	_____	_____	_____
CLOSING Stock on Hand	_____	_____	_____	_____	_____
30 June 2022	=====	=====	=====	=====	=====

MOTOR VEHICLE SCHEDULE

PLEASE NOTE THAT IF THERE IS NO LOG BOOK KEPT, THE ONLY DEDUCTION AVAILABLE FOR MOTOR VEHICLE EXPENSES IS CENTS 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 2021 ODOMETER	30 JUNE 2022 ODOMETER	TOTAL KM TRAVELLED	%	%	DATES LOG BOOK KEPT
				PRIVATE	BUSINESS	to
						to
						to

CHECKLIST FOR INFORMATION REQUIRED FOR THE YEAR ENDED 30 JUNE 2022

- 30 June Stock on hand** as per your stocktake, OR livestock numbers (see schedule).
- Motor Vehicle** Log Book and Odometer reading as at 30 June (see schedule).
- Debtors and creditors** as at 30 June.
- Details of any **income received in June**, but not banked until July.
- Single Touch Payroll**—Annual Finalisation Report
- Software packages**—eg **Xero, MYOB, Agdata, Quicken etc**
 - Backup of Data
 - Provide the 30 June bank statement for all accounts recorded in software
- Bank Statements** for *all* accounts held during the year:
 - Bank accounts
 - Agents' accounts
 - Savings Accounts
 - Investment accounts and Term deposits.
- Purchases of plant & equipment:**
 - Invoice for purchase
 - Method of purchase (ie. cash, hire purchase, lease or other borrowings)
 - Details of trade in
 - Attach all relevant documentation, ie Contracts or Agreements.
- Sales of plant & equipment**—please provide sale price and relevant contracts/agreements.
- Dividend advice for any **dividends received**.
- Insurance**
 - Split up of premiums paid
 - If premium is funded—please provide loan funding documentation.
- 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
 - Details of any associated costs of purchase
- Notice of Intent to Claim Superannuation Contributions**—this is required to claim a deduction for contributions made.
- 2022 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 2022.
- Review your **Depreciation Schedule** for 2021 and advise any assets that have been disposed of and/or no longer in use.