



BUSINESS YEAR END CHECKLIST

Daniel Mak & Associates • 1/464 Beaconsfield Terrace, Brighton, QLD, 4017
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For the year ending 30 June _____

To assist us in preparing your tax return, please use this checklist when you compile your information. Once you have the required information and completed checklist, either send the information to us or make an appointment to complete your tax return.

Entity Name	<input type="text"/>
Address	<input type="text"/>
Tax File Number	<input type="text"/>
Contact Person	<input type="text"/>
Contact No	<input type="text"/>
Email Address	<input type="text"/>

Accounts & Loans

1. If we are preparing your accounts for the first time, please provide copies of your entities last lodged financial statements & income tax returns.
2. Provide bank statements for all bank accounts & bank loans showing for the financial year
3. Please provide bank reconciliations for all accounts for the financial year

Computerised Accounting

If you use an accounting system, please provide us with relevant reports from the system

- Profit & Loss Statements
- Balance Sheets
- Trial Balance
- Detailed General Ledger

Manual Accounting

Please provide:

- 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

Cash balances

Please provide the following information if we have not been provided with View Only Internet Banking Access to your business/investment cash accounts

- | | | |
|---|------------------------------|------------------------------|
| • Copies of Bank Statements for the period 1 July to 30 June (inclusive of those dates), or | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| • Bank Reconciliation Report and Bank Statement as at 30 June | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |

Accounts Receivable

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)

- Yes N/A

Investments/Properties

Please provide details of all investment and rental property **INCOME** received during the year, including:

- Dividends (Statements and/or Advisor Summary Report or your own Summary) Yes N/A
- Interest (if not on other documentation otherwise provided)\ Yes N/A
- Managed Fund / Trust Taxation Statements (Actual Statements issued by the Funds or your Advisor's Summary Reports are required, your own Summary will not be sufficient) Yes N/A
- Rental income (Estate Agent Summary Reports and/or your own Summary of other expenses) Yes N/A

Please provide details of Investments/Properties **PURCHASED** during the year, including:

- Copy of Contracts for Purchase (often referred to as the O&A), and Yes N/A
- Copy of Settlement Statements Yes N/A
- Quantity Surveyor's depreciation report (if prepared) Yes N/A

Please provide details of Investments/Properties **SOLD** or **DISPOSED** during the year, including:

- Copy of Contracts for Purchase (if not previously provided) & copy of Contracts for Sale, and Yes N/A
- Copy of Settlement Statements (purchase, if not previously provided, & sale) Yes N/A

Stock/ Inventory/ Work in Progress

- 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. Yes N/A
- Otherwise, please advise the value of Stock on Hand and/or Work in Progress as at 30 June. Yes N/A

Prepayments

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

Yes N/A

Otherwise, have you paid any expenses in advance?

For example:

- Subscriptions
- Insurance
- Internet/Phone Access
- Legal Fees

Yes N/A

If so, please provide a schedule detailing amounts paid and period covered?

Fixed Assets (Plant & equipment, motor vehicles, etc)

If not detailed in your computerised accounting system please provide:

- 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)

Yes N/A

Yes N/A

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?

Yes N/A

Accounts Payables & Credit Cards

If not already in your computerised accounting system, please supply your list of Creditors (suppliers you owe money to) as at 30 June

Yes N/A

Please provide the following information if we have not been provided with View Only Internet Banking Access to your credit card accounts:

- Copies of Bank Statements for the period 1 July to 30 June (inclusive of those dates), or
- Bank Reconciliation Report and Bank statement as at 30 June

Yes N/A

Yes N/A

GST

If you did not use your computerised accounting systems to prepare your Business Activity Statements Calculation Worksheets or Other Working Papers for BASs lodged during the year

Yes N/A

Annual Leave/ Long Service Leave

If your payroll is not run through your computerised accounting system, please provide a schedule of employee leave entitlements as at 30 June, including:

- Employee Name, Type of Leave, Number of Days Owed and the Entitlement Value (\$) Yes N/A

Wages/PAYG Withholding/Superannuation

If your payroll is not run through your computerised system, please provide details of your employees' superannuation entitlements and actual contribution 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) Yes N/A

Leases/ Hire Purchases/ Chattel Mortgages

Please provide a copy of all new Lease /Hire Purchase /Chattel Mortgage agreements entered into during the year. Yes N/A

Please provide details including supporting documentation for any Lease/Hire Purchase/Chattel Mortgage **Paid Out** or **Refinanced** during the year Yes N/A

Bank Loans

Please provide the following information if we have not been provided:

- Copies of Bank Statements for the period 1 July to 30 June (incl. of those dates),or Yes N/A
- Bank Reconciliation Report and Bank statement as at 30 June Yes N/A

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? Yes N/A

Motor Vehicles

For each motor vehicle used for private purposes. Please advise:

- The Business Use Percentage (as supported by a Log Book maintained for at least 12 weeks during the year), or Yes N/A
- The Odometer Readings on 1 April last year and on 31 March this year, and Yes N/A
- Advise who was the Employee (or Associate) that used the vehicle for private purposes? Yes N/A

Entertainment

Where entertainment expenses have been incurred, please confirm ALL entertainment is 100% for Staff (and/or their Associates)

Yes N/A

Alternatively, please provide a summary of each entertainment event advising -

- The nature of the event Yes N/A
- The number of Staff (and their Associates) at each event, and Yes N/A
- The number of Clients at each event Yes N/A

Travel

Where travel expenses have been incurred, please confirm -

- All travel is 100% for business purposes, and Yes N/A
- 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? Yes N/A

Alternatively, please advise -

- The Employee(s) (and/or Associates) on each trip Yes N/A
- The Business Percentage of each trip, and Yes N/A
- For **All International Trips**, and for **Domestic Trips or 6 nights or more**, confirm you hold Travel Diaries for each trip to prove the Business Percentage advised above? Yes N/A

Other Items and Notes
