

BUSINESS CLIENT INFORMATION CHECKLIST

1. Client Information

Client Name:

Date:

Please take the time to complete this checklist as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your Financial Statements
- Minimise the queries from us during the preparation of your Financial statements
- Ensure we can complete your Financial Statements within a timely manner

Update of Address Details

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

Business Address

Postal Address

Email

Home Phone

Fax

Mobile Phone

Accounting Software

Do you use Cloud Accounting Software?

Computer Data File

Yes (RSM to provide link) **NO** **N/A**

Name of Program

Version Number

Password (if applicable)

Children & Dependents

Please list all dependents for the year. If part year dependents, please specify number of days:

Name	Date of Birth	Separate Net Income	Number of Days Dependent*	Family Tax Benefit Received?

BUSINESS CLIENT INFORMATION CHECKLIST

2. Farming Checklist (2 Pages)

Farm Business

LIVESTOCK: Please ensure you show the numbers of livestock marked between

1 July to 30 June of last financial year

Type	Financial Year Opening Number	Purchases	Natural Increase	Sales	Killed for Rations	Losses or Deaths	Financial Year Closing Number

Wool On Hand

Wool on hand as at 30 June Yes No N/A

Number of Bales

Approximate value net of selling costs & GST

Shearing Advance

Please provide details of any current advances

Firm Name	Amount	Date Received

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Grain On Hand

Please provide details of any current advances

Type of Grain	Tonnes	Dollar Value

Grain Loans Yes (attached) No N/A

If 'Yes' please separately attach a copy of all loan statements as at 30 June

Farm Management Deposits

Name of Deposits	Date of Transaction	Institution	Deposit Amount	Withdrawal Amount

Additional Information

BUSINESS CLIENT INFORMATION CHECKLIST

3. Business Checklist (2 pages)

ALL BUSINESSES

Bank Accounts

Please provide the following information:

Yes (attached) **No** **N/A**

Bank Statements and reconciliations for all business accounts (including business credit cards) as at 30 June. (Bank statements are required even if a computerised cashbook is maintained).

Please provide a copy of credit card statements up to and including 30 June transactions

Yes (attached) **No** **N/A**

Bank Loans

Please provide copies of loan statements up to and including 30 June.

Yes (attached) **No** **N/A**

Include copies of any Term Loans, Commercial Bill Statements, Hire Purchase, Chattel Mortgage, Insurance Premium Funding or Lease Agreements entered into during the financial year.

Yes (attached) **No** **N/A**

Accounts Receivable (Debtors)

Please provide a list of who owes you money of as at 30 June. Name, Amount & What for.

Yes (attached) **No** **N/A**

Accounts Payable (Creditors)

Please provide a list of unpaid accounts as at 30 June. Name, Amount & What for.

Yes (attached) **No** **N/A**

Unpresented Cheques

Please provide a list of Cheques written prior to 30 June that appear on the July or later bank statement.

Yes (attached) **No** **N/A**

Capital Gains

Copies of contracts & settlement statements for the purchase or sale of investments such as land, buildings, shares, managed funds and goodwill.

Yes (attached) **No** **N/A**

Stock / Cash on Hand

Please advise the value of Stock on hand as at 30 June. (Excludes livestock)

Please select the valuation method you have used:

Cost **Market** **Replacement**

Cash on Hand as at 30 June. Unbanked takings and receipts

Cash Float (Till) as at 30 June)

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Plant and Equipment

Please provide details of assets PURCHASED during the year, including copy of invoice and finance document if applicable:

Yes (attached) No N/A

Please provide details of assets SOLD or DISPOSED (including trade ins) during the year, including date and consideration received.

Yes (attached) No N/A

Please review your depreciation schedule from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?

Yes (attached) No N/A

Employee Wages

Please provide copies of PAYG Payment Summaries issued during the year and the Year-End PAYG Summary Statement.

Yes (attached) No N/A

Total # of Payment Summaries Issued

Total of Gross Payments

Total of Tax Withheld

When completing your PAYG payment summary statement for the year, please ensure the totals equal the total figures recorded in your Business Activity Statements lodged each month &/or quarter.

Motor Vehicle Details as at 30 June

Vehicle Description	Opening odometer reading	Closing odometer reading

Log Book

If you wish to claim more than 5000km business use, you must have completed a log book for a minimum period of 13 consecutive weeks in a representative period for each vehicle

Yes (attached) No N/A

Additional Information

BUSINESS CLIENT INFORMATION CHECKLIST

4. Personal Checklist (2 pages)

PERSONAL INFORMATION CHECKLIST

Interest Income

Bank	Account Number	Holder Name	Interest	Withholding Tax

Dividends **Yes (attached)** **No**

Please enclose all dividend slips for payments received from 1 July to 30 June. If any shares were sold during the year, please attach all documents relating to the sale & purchase (submit separately).

Managed Funds & Trusts **Yes (attached)** **No**

Annual taxation statements are usually sent to investors in August & September after June distribution statements & performance reports are issued. They provide detailed information on what to include in your tax return. If you have disposed of units in a fund or trust you may also receive a capital gains tax (CGT) statement detailing important CGT information necessary for your return (submit separately).

Payment Summaries & Other Income **Yes (attached)** **No**

Please attach copies of the following if applicable (submit separately).

- PAYG Payment Summaries from employers
- Centrelink PAYG Payment Summaries (eg Age Pension, Youth Allowance, Parenting Payment)
- Eligible Termination Payment Summaries and other documents for pensions
- Statement of earnings for Directors Fees, Shire sitting fees etc

Rental Properties **Yes (attached)** **No**

Details of all income & associated deductions for rental properties for the financial year. Please include annual rental statements from real estate agent, bank statements for loan interest, and receipts for expenses paid privately (submit separately).

Private Health Insurance **Yes (attached)** **No**

Please attach the annual tax statement issued by your fund (submit separately).



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Capital Gains

Yes (attached)

No

Contracts of sale for investment properties, land, shares, managed fund investments. Original buy and sell contracts and holding costs will be required as well as offer & acceptance document and settlement statements for real estate transactions (both purchase and sale). (Submit separately).

Superannuation Contributions

Yes (attached)

No

For those claiming a deduction for personal contributions, a copy of the Sec290-170 notice from your superannuation fund confirming contribution received by the fund for the year. We cannot claim a deduction without this notice (submit separately).

Work Related Deductions

Yes (attached)

No

Please provide receipts for all work related deductions incurred during the financial year. Eg Travel, parking, training, self-education, work tools, home office, protective clothing & uniforms, sun protection, Teaching Aids, Subscriptions (submit separately).

Other Deductions

Yes (attached)

No

Receipts for Donations to tax deductible recipients Tax Agent Fees (submit separately).

Additional Information