

Please visit our website at www.accountancygroup.com.au
for other checklists such as individual and super funds

Entity Name: _____	Entity Type: Company <input type="checkbox"/>
TFN: _____	Trust <input type="checkbox"/>
A.B.N.: _____	Partnership <input type="checkbox"/>
	Sole Trader <input type="checkbox"/>
Postal Address: _____ _____	
Home/Bus Ph: _____	
Mobile Ph: _____	
Newsletter: Yes / No / Already Receiving _____	

<u>INCOME/EXPENDITURE</u>	Information Provided	Not Applicable
Bank Statements & Loan Statements (1/7/2010 to 30/6/2011)	<input type="checkbox"/>	<input type="checkbox"/>
Reconciled MYOB or QuickBooks File (either on CD or memory stick)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any assets sold during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest earned during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of any dividends received during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of rent received during the year (Refer to Rental Property Summary Below)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any property sales (if applicable purchase & sale details are required)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other receipts	<input type="checkbox"/>	<input type="checkbox"/>
Details of Bad Debts Written Off 30/6/2011	<input type="checkbox"/>	<input type="checkbox"/>
Debtors as at 30/6/2011	<input type="checkbox"/>	<input type="checkbox"/>
Creditors as at 30/6/2011	<input type="checkbox"/>	<input type="checkbox"/>
Stock and Work in Progress as at 30/6/2011	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

<u>PAYROLL/WORKCOVER</u>	Information Provided	Not Applicable
Copies of Payment Summaries & Annual Form lodged with ATO (Group Certificates)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of BAS lodged	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Ratable Remuneration as notified to your WorkCover insurer for the 2010/2011 Year	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation that all Superannuation has been remitted for all staff	<input type="checkbox"/>	<input type="checkbox"/>

<u>RENTAL PROPERTIES</u>	Information Provided	Not Applicable
Annual Rental Statement from Property Agent (if applicable) (if not engaging the services of an agent, please provide a summary of income)	<input type="checkbox"/>	<input type="checkbox"/>
Date property was purchased & number of weeks property was available for rent	<input type="checkbox"/>	<input type="checkbox"/>
Details of depreciable assets bought or disposed during the year	<input type="checkbox"/>	<input type="checkbox"/>
Expenses incurred (not on the Annual Rental Statement) such as rates, insurance, etc. (if not engaging the services of an agent, please provide a summary of expenses)	<input type="checkbox"/>	<input type="checkbox"/>
If property is held by more than one individual, please provide details (incl. % held)	<input type="checkbox"/>	<input type="checkbox"/>
If property was sold during the year, please provide information relating to the dates and costs associated with the purchase and sale of the property (contracts, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Loan Statements for the property showing interest paid during the income year	<input type="checkbox"/>	<input type="checkbox"/>

**If you have any doubt about any income or expenses you have received or incurred,
please bring the documents with you**

PLEASE NOTE:

Receipts need to be kept for a minimum of 5 years to meet the ATO's substantiation requirements