

# INFORMATION CHECKLIST

Company/Trust/Partnership/Individual Name: \_\_\_\_\_

<b>as at 30 June</b>			
<b>Business record essentials – please tick information provided</b>			<input type="checkbox"/>
Reconciled data file / cash book (MYOB, Quickbooks etc)			
Program Version:	Password:		
Business bank statements			
Business loan statements			
Credit card statements			
Stock on hand / Work in progress			
Live stock number on hand (sales, purchases, deaths, births, rations)			
Trade debtors listing			
Trade creditors listing			
PAYG Payment Summary Statement			
Contract & finance documents on any assets purchased			
Company Constitution / Trust Deed			
<b>Individual record essentials</b>			<input type="checkbox"/>
<b>Income</b>			
PAYG Payment Summaries			
Employer lump sum payments / Employment termination payments			
Centrelink payment statement / Government allowances			
Interest Income Summary			
Dividend statements			
Managed fund statements			
Rental property summary of income & expenses			
Capital Gain Items (Purchase & sale contracts / settlement statements)			
<b>Expenses</b>			
Motor Vehicle:	Business Km's:	Engine Size:	
Total Work Related Expenses			
Mobile Phone:	\$	Business Percentage:	%
Home Phone:	\$	Business Percentage:	%
Internet:	\$	Business Percentage:	%
Electricity:	\$	Business Percentage:	%
Contents Insurance:	\$	Business Percentage:	%
Stationery:	\$	Business Percentage:	%
Donations			
Self Education Expenses			
Interest on borrowings (shares, managed funds)			\$
Private Health Insurance Statement			\$
Spouse Taxable Income:			\$
Dependent Children Details			
Full Name:	DOB: / /	Full Name:	DOB: / /
Full Name:	DOB: / /	Full Name:	DOB: / /

## **DURING THE YEAR CHANGES**

- New loans taken out during the year and their purpose (including any new lease or hire purchase agreements)
- Loan statements from any lending authority for existing loans, showing repayments, interest charged and outstanding balance at 30/6/
- Details of assets acquired and/or disposed of during the year, including:
  - Asset Description
  - Date of acquisition/disposal
  - Consideration paid/received
  - Copy of Tax Invoice & Finance contract where applicable
- Details of any Lease commitments including copy of contract
- Livestock details where applicable (numbers sold, purchased, natural increase, deaths and on hand as at 30/6/)