

# INFORMATION CHECKLIST

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

| <b>as at 30 June</b>   |           |                      |          |
|--|-----------|----------------------|----------|
| <b>Business record essentials – please tick information provided</b>   |           |                      | ☐        |
| Reconciled data file / cash book (Xero, 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>                                    |           |                      | ☐        |
| <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:       |          |
| 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/\_\_\_)