

BBC – Year End Accounts Data Checklist 2011

Name: _____

1. Client Base Records	Client Yes No	Office Use
Back-up disk for your computer program (Quicken, Quickbooks, MYOB) or Cashbook.	<input type="checkbox"/> <input type="checkbox"/>	
Password for computer program: _____	<input type="checkbox"/> <input type="checkbox"/>	
Copy of bank reconciliation(s) at 30 June.	<input type="checkbox"/> <input type="checkbox"/>	
Copy of bank statements for the period (showing 30 June balance).	<input type="checkbox"/> <input type="checkbox"/>	
Copy of loan statements for the period (showing 30 June balance).	<input type="checkbox"/> <input type="checkbox"/>	
Copy of credit card statements for the period (showing 30 June balance).	<input type="checkbox"/> <input type="checkbox"/>	
Copies of all BAS's and workings.	<input type="checkbox"/> <input type="checkbox"/>	
Copy of manual wage book for the period.	<input type="checkbox"/> <input type="checkbox"/>	
Copy of Payment Summary Statement sent to ATO.	<input type="checkbox"/> <input type="checkbox"/>	
Copies of Payment Summaries issued to staff.	<input type="checkbox"/> <input type="checkbox"/>	

2. Expenses/Debtors/Creditors	Client Yes No	Office Use
Are cash or credit card expenses recorded in Accounting system?	<input type="checkbox"/> <input type="checkbox"/>	
If No, have you provided details?	<input type="checkbox"/> <input type="checkbox"/>	
Provide list of Debtors (ie amounts owing to you) at 30 June. (Create list using Page 4 of this Checklist.) <i>Please indicate if you have nil debtors.</i>	<input type="checkbox"/> <input type="checkbox"/>	
Provide a list of Creditors (ie amounts owing by you) at 30 June. (Create list using Page 4 of this Checklist.) <i>Please indicate if you have nil creditors.</i>	<input type="checkbox"/> <input type="checkbox"/>	
Amount of employee Superannuation to be paid in July 2011 for June quarter	\$ _____	

3. Stock	Client Yes No	Office Use			
Value of trading stock on hand at 30 June (Ex GST) at cost	\$ _____				
Livestock N^os:					
	Cattle	Horses	Pigs	Other	
Opening Stock	_____	_____	_____	_____	
Purchases	_____	_____	_____	_____	
Natural Increase	_____	_____	_____	_____	
Sales	_____	_____	_____	_____	
Deaths	_____	_____	_____	_____	
Rations	_____	_____	_____	_____	
Closing Stock	_____	_____	_____	_____	
Market Value of trading stock or livestock on hand at 30 June (Ex GST)	\$ _____				

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4. Leases/Hire Purchases/Chattel Mortgages	Client Yes No	Office Use
Did you enter into any new finance arrangements (ie leases/hire purchases/chattel mortgage agreements) during the year?	<input type="checkbox"/> <input type="checkbox"/>	
Did you pay out any leases/hire purchases/chattel mortgages during the year?	<input type="checkbox"/> <input type="checkbox"/>	
If Yes to either of the above, have you provided payments' schedule, tax invoice, finance documents and/or payout documentation.	<input type="checkbox"/> <input type="checkbox"/>	
5. Fixed Assets	Client Yes No	Office Use
Did you acquire any assets during the year?	<input type="checkbox"/> <input type="checkbox"/>	
Did you sell or trade-in any assets during the year?	<input type="checkbox"/> <input type="checkbox"/>	
Did you 'scrap' any assets, or take any for personal use during the year?	<input type="checkbox"/> <input type="checkbox"/>	
Did you have any legal transactions during the year eg buying/selling assets?	<input type="checkbox"/> <input type="checkbox"/>	
If Yes to any of the above, have you provided copies of tax invoices, legal documentation and/or descriptions of scrapped/sold/traded assets?	<input type="checkbox"/> <input type="checkbox"/>	
6. Private Use	Client Yes No	Office Use
Did you take any goods for private use?	<input type="checkbox"/> <input type="checkbox"/>	
Provide a description and \$ value? _____	\$ _____	
Please complete details of business and private use for the following:		
	Business %	Private %
Telephone	_____ %	_____ %
Electricity	_____ %	_____ %
Internet	_____ %	_____ %
Motor Vehicle 1	_____ %	_____ %
Year of Logbook _____ Rego No _____		
Motor Vehicle 2	_____ %	_____ %
Year of Logbook _____ Rego No _____		
7. Insurance	Client Yes No	Office Use
Have you provided copies of all tax deductible insurance policies?	<input type="checkbox"/> <input type="checkbox"/>	
8. Changes to Investments	Client Yes No	Office Use
Did you acquire any new investments during the year?	<input type="checkbox"/> <input type="checkbox"/>	
Did you sell any investments during the year?	<input type="checkbox"/> <input type="checkbox"/>	
If Yes to either of the above, have you provided details, date and cost of acquisition, and/or date of disposal and consideration received along with copies of supporting documentation and details of purchase of these investments?	<input type="checkbox"/> <input type="checkbox"/>	

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9. Personal Income Tax Information

Client
Yes No

Office
Use

Details of salary and wage income – PAYG and ETP Payment Summaries which may include Reportable Employer Superannuation Contributions.

Details of foreign employment income – Payment Summary.

Employee share scheme information – a statement from your employer detailing any employee share scheme shares or options acquired.

Commonwealth of Australia Government Allowance such as Newstart, Youth Allowance and Austudy.

Details of tax-free government pensions.

Interest received on bank accounts and term deposits.

Dividend statements – even for those dividends that have been reinvested.

Rental property details such as annual statements, income and expense details, investment loan statements.

Newly acquired rental property – quantity surveyors' report, purchase contract and settlement letter.

Work-related deductions – eg uniforms, work-related travel, income protection insurance, union dues, motor vehicle log book and expenses.

Capital gains/losses – details of purchase and sale of assets (including shares).

Investments – annual tax statements from Managed Funds.

Details of education expenses (for primary and secondary school students) that might allow you access to the Education Tax Refund.

Private health details – Health Fund letter advising of membership details.

Medical expenses >\$2000 – details of out-of-pocket medical expenses where they exceed \$2000.

Total amount of child support you paid.

\$ _____

Have you made a personal contribution to a Super Fund?

If yes, how much was your contribution?

\$ _____

How much of this do you intend to use to obtain the Super Co-contribution?

\$ _____

How much of this do you intend to claim as a tax deduction?

\$ _____

If intending to claim a tax deduction, have you provided us with confirmation from your Fund of the amount you intend to claim **(this must be provided before we can lodge your tax return)**?

Full names and dates of birth of any new additions to your family.



