

BBC – Year End Accounts Data Checklist 2017

Name: _____

1. Client Base Records	Client Yes No	Office Use
Your Cashbook, or a back-up of your computer program data file (Quickbooks, Reckon, MYOB, BankLink or Quicken), or contact us for how to invite us for cloud programs (Quickbooks Online, Xero, MYOB etc).	<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 (1 July 2016 to 30 June 2017).	<input type="checkbox"/> <input type="checkbox"/>	
Copy of loan statements for the period (1 July 2016 to 30 June 2017).	<input type="checkbox"/> <input type="checkbox"/>	
Copy of credit card statements for the period (1 July 2016 to 30 June 2017).	<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"/>	
Copy of Taxable Payments Annual Report (for businesses in the building and construction industry that have paid contractors during the year).	<input type="checkbox"/> <input type="checkbox"/>	
Copies of all remittances to employee superannuation funds for all employees' compulsory super contributions from 1 July 2016 to 30 June 2017 Alternatively, provide your SuperStream Provider Username and Password (or provide a list of these payments on page 4 of this Checklist).	<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 a list of Debtors (ie amounts owing to you) at 30 June. (Create list using Page 5 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 5 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 2017 for June quarter	\$ _____	

3. Bank Account Details for any ATO Refunds for all Entities

The ATO now require **all refunds** for **all entities** to be **refunded electronically**. Please provide your bank account details below.

Bank Name	Account Name	BSB	Account Number	Which entity's refund is to be deposited in this a/c?

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4. 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)					\$ _____	
Have you been forced to sell livestock due to the drought?					<input type="checkbox"/> <input type="checkbox"/>	

5. 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"/>	

6. 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"/>	

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7. Private Use	Client Yes No	Office Use
Did you take any goods for private use?	<input type="checkbox"/> <input type="checkbox"/>	
Description _____		
Please complete details of business and private use for the following:		
	Business %	Private %
Telephone/Mobile	_____ %	_____ %
Electricity	_____ %	_____ %
Internet	_____ %	_____ %
Motor Vehicle 1 _____	_____ %	_____ %
Year of Logbook _____ Rego No _____		Odometer 30/6/2017 _____
Motor Vehicle 2 _____	_____ %	_____ %
Year of Logbook _____ Rego No _____		Odometer 30/6/2017 _____
8. Insurance	Client Yes No	Office Use
Have you provided copies of all tax deductible insurance policies?	<input type="checkbox"/> <input type="checkbox"/>	
9. 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"/>	
10. 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.	<input type="checkbox"/> <input type="checkbox"/>	
Details of foreign employment income – Payment Summary.	<input type="checkbox"/> <input type="checkbox"/>	
Employee share scheme information – a statement from your employer detailing any employee share scheme shares or options acquired.	<input type="checkbox"/> <input type="checkbox"/>	
Commonwealth of Australia Government Allowance such as Newstart, Youth Allowance and Austudy.	<input type="checkbox"/> <input type="checkbox"/>	
Details of tax-free government pensions.	<input type="checkbox"/> <input type="checkbox"/>	
Interest received on bank accounts and term deposits.	<input type="checkbox"/> <input type="checkbox"/>	
Dividend statements – even for those dividends that have been reinvested.	<input type="checkbox"/> <input type="checkbox"/>	
Rental property details such as annual statements, income and expense details, investment loan statements.	<input type="checkbox"/> <input type="checkbox"/>	

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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.

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

Medical expenses >\$2299 – details of out-of-pocket medical expenses for disability aids, attendant care or aged care where they exceed \$2299.

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 your immediate family.

Payments to Employee Superannuation Funds				
SuperStream Provider Username: _____				
Password: _____				
Payment Date	Employee	Super Fund	Amount Paid	Gross Wages for Qtr

