

# BBC – Year End Accounts Data Checklist 2020

Name: \_\_\_\_\_

Please provide your preferred bank account details for any ATO electronic refund.

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

1. Client Base Records <i>(Electronic/PDF versions preferred)</i>	Please Tick Yes No	Office Use
Access to your cloud accounting file (QB Online, Xero, MYOB, etc) Or backup of your desktop accounting file (Reckon, MYOB, etc) Password to access (if any): _____ Or your cashbook	<input type="checkbox"/> <input type="checkbox"/>	
Copy of bank reconciliation(s) at 30 June.	<input type="checkbox"/> <input type="checkbox"/>	
If you use cheques, details of any cheques not presented by 30 June 2020	<input type="checkbox"/> <input type="checkbox"/>	
Copy of all bank, loan and card statements from 1 July 2019 to 30 June 2020 <i>Please ensure that you include the statements showing the <b>30 June</b> balance.</i>		
Bank statements?	<input type="checkbox"/> <input type="checkbox"/>	
Loan statements?	<input type="checkbox"/> <input type="checkbox"/>	
Credit card statements?	<input type="checkbox"/> <input type="checkbox"/>	
Copies of all Activity Statement workings.	<input type="checkbox"/> <input type="checkbox"/>	
2. Employer Wages, Super, and Contractors <i>(Electronic/PDF versions preferred)</i>	Please Tick Yes No	Office Use
Copy of manual wage book for the period. Or access to your cloud payroll file (Keypay, QBO, Xero, MYOB, etc) Have you enabled Single Touch Payroll (STP)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Copy of Payment Summary Statement sent to ATO. (if not done via STP).	<input type="checkbox"/> <input type="checkbox"/>	
Copies of Payment Summaries issued to staff (if not done via STP).	<input type="checkbox"/> <input type="checkbox"/>	
Copy of Taxable Payments Annual Report (for building/construction, courier, cleaning, road freight, IT, or security/investigation/surveillance businesses that have paid contractors).	<input type="checkbox"/> <input type="checkbox"/>	
Have you obtained a valid ABN for all payments for services from a contractor, or withheld No ABN Withholding Tax if not?	<input type="checkbox"/> <input type="checkbox"/>	
Amount of employee super paid since 30 June 2020 for previous quarters	\$ _____	
Do you use the Small Business Super Clearing House for all employees?	<input type="checkbox"/> <input type="checkbox"/>	
If not, please provide a breakup of all payments to all superfunds for all employee super contributions from 1 July 2019 to 30 June 2020 <i>Provide a printout of each payment, or provide a list on the following page.</i>	<input type="checkbox"/> <input type="checkbox"/>	
Alternatively, provide login details for your SuperStream provider: SuperStream Provider Name: _____ Username: _____ Password: _____	<input type="checkbox"/> <input type="checkbox"/>	

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Payments to Employee Superannuation Funds				
Payment Date	Employee	Super Fund	Amount Paid	Gross Wages for Qtr

*If more room is required, please include similar details on a separate page*

3. Additional Income/Expenses and Debtors/Creditors	Please Tick Yes No	Office Use
Are there any cash or credit card expenses not already recorded in your accounting system? Provide details if so.	<input type="checkbox"/> <input type="checkbox"/>	
Do you have any amounts owing to you (debtors) and/or amounts you owe to others (creditors) at 30 June 2020?	<input type="checkbox"/> <input type="checkbox"/>	
Do you record Debtors and Creditors in your Accounting System?	<input type="checkbox"/> <input type="checkbox"/>	
If not in your accounting system, have you provided us with a list of debtors and creditors at 30 June 2020? <i>Please complete, or provide similar details as, the template on page 5.</i>	<input type="checkbox"/> <input type="checkbox"/>	

4. Stock	Please Tick Yes No	Office Use
<b>Cost Value</b> of trading stock on hand at 30 June (Ex GST)	\$ _____	
<b>Market Value</b> of trading stock or livestock on hand at 30 June (Ex GST)	\$ _____	
<b>Livestock Numbers</b>		
	Cattle      Horses      Pigs      Other	
Opening Stock	_____	
Purchases	_____	
Natural Increase	_____	
Sales	_____	
Deaths	_____	
Rations	_____	
Closing Stock	_____	
Have you been forced to sell livestock due to the drought?	<input type="checkbox"/> <input type="checkbox"/>	

5. Leases/Hire Purchases/Chattel Mortgages	Please Tick 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 finance (leases/hire purchases/chattel mortgages)?	<input type="checkbox"/> <input type="checkbox"/>	
If Yes to <b>either</b> of the above, have you provided payment schedule, tax invoice, finance documents and/or payout documents?	<input type="checkbox"/> <input type="checkbox"/>	

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6. Fixed Assets & Equipment	Please Tick Yes No	Office Use
Did you acquire any equipment, improvements or fixed assets the year?	<input type="checkbox"/> <input type="checkbox"/>	
Did you sell or trade-in any of these assets during the year?	<input type="checkbox"/> <input type="checkbox"/>	
Did you 'scrap' or take any of these assets for personal use the year?	<input type="checkbox"/> <input type="checkbox"/>	
Did you have any legal changes during the year in relation to your assets?	<input type="checkbox"/> <input type="checkbox"/>	
If Yes to <b>any</b> 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"/>	
7. Private Use	Please Tick 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 Paid & Solar Rebate Income	_____ %	_____ %
Internet	_____ %	_____ %
Motor Vehicle 1 _____	_____ %	_____ %
Year of Logbook _____ Rego No _____		Odometer 30/6/2020 _____
Motor Vehicle 2 _____	_____ %	_____ %
Year of Logbook _____ Rego No _____		Odometer 30/6/2020 _____
8. Insurance	Please Tick Yes No	Office Use
Have you provided copies of all tax-deductible insurance policies?	<input type="checkbox"/> <input type="checkbox"/>	
9. Investments & Real Estate	Please Tick Yes No	Office Use
Did you acquire* any new investments or Real Estate during the year?	<input type="checkbox"/> <input type="checkbox"/>	
Did you dispose* of any investments or Real Estate during the year?	<input type="checkbox"/> <input type="checkbox"/>	
If Yes to <b>either</b> 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"/>	
<i>*NB relevant buy/acquire and sell/dispose date is date of contract</i>		

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10. Personal Income Tax Information	Please Tick Yes No	Office Use
Details of salary and wage income – PAYG and ETP Payment Summaries which may include Reportable Employer Superannuation Contributions. <i>Please note if your employer has lodged using STP we should already have this electronically.</i>	<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"/>	
Government Allowance such as JobSeeker, Youth Allowance and Austudy.	<input type="checkbox"/> <input type="checkbox"/>	
Details of <u>tax-free</u> 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, Airbnb details. <i>Note that deductions for vacant land including if developing or substantially renovating a rental property are no longer deductible, nor are any travel expenses.)</i>	<input type="checkbox"/> <input type="checkbox"/>	
Newly acquired rental property –purchase contract and settlement letter and quantity surveyors' report.	<input type="checkbox"/> <input type="checkbox"/>	
Work-related deductions – eg uniforms, work-related travel, income protection insurance, union dues, motor vehicle log book and expenses.	<input type="checkbox"/> <input type="checkbox"/>	
Home Office - ____ hours per week x ____ number of weeks	<input type="checkbox"/> <input type="checkbox"/>	
Details of purchase and sale of assets (including shares and cryptocurrency)	<input type="checkbox"/> <input type="checkbox"/>	
Investments – Managed Fund annual tax statements.	<input type="checkbox"/> <input type="checkbox"/>	
Private health fund – Do you have private health insurance hospital cover?	<input type="checkbox"/> <input type="checkbox"/>	
Total amount of child support you paid.	\$ _____	
Have you made a personal contribution to a Super Fund?	<input type="checkbox"/> <input type="checkbox"/>	
If yes, how much was your contribution?	\$ _____	
How much of this do you intend to use for 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?	<input type="checkbox"/> <input type="checkbox"/>	
<p><b>This <u>MUST</u> be provided before we can lodge your tax return.</b>  <i>If you are not sure, we recommend notifying your fund that you intend to claim all of the contribution as soon as possible. We can let you know if this should be varied when we complete your work. Please note however that if you roll to a new fund or commence a super pension that later amendments will not be possible.</i></p>		
Dependent Children full names, dates of birth, and if started/finished school.		
<hr/>		
Are you registered with Centrelink to receive Family Tax Benefit?	<input type="checkbox"/> <input type="checkbox"/>	

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<b>11. Finalisation and Acknowledgement</b>	<b>Please Tick</b>	<b>Office Use</b>
	<b>Yes No</b>	
I have completed this checklist and provided all required documentation.	<input type="checkbox"/> <input type="checkbox"/>	

**Signed:** \_\_\_\_\_

Office Use Only	
Signed engagement letter on file	
List checked by:	
Date list first checked:	
Date all documentation supplied:	

*then scan*

## Additional Information

Debtors – amounts owing to you			
Invoice Date	Name of Customer	Total Amount	GST Amount

*If more room is required, please attach a separate page showing similar details*

Creditors – amounts you owe to others				
Invoice Date	Name of Supplier	Details of Purchase	Total Amount	GST Amount

*If more room is required, please attach a separate page showing similar details*