

BBC – Interim Accounts Data Checklist 2024

Name: _____

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 reconciliations at Interim Date (the end of the month of interim).	<input type="checkbox"/> <input type="checkbox"/>	
If you use cheques, details of any cheques not presented by Interim Date	<input type="checkbox"/> <input type="checkbox"/>	
Copy of all bank, loan and card statements from 1 July 2023 to Interim Date <i>Please ensure that you include the statements showing the End of Month 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"/>	
If in the building/construction, courier, cleaning, road freight, IT, or security/investigation/surveillance industries, are you tracking payments to contractors for the Taxable Payments reporting obligations?	<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 or payable since the date of interim 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 2023 to the Interim Date <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"/>	

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				

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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) as at the date of these interims?					<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 as at the date of these interims? <i>Please complete, or provide similar details as, the template on the last page</i>					<input type="checkbox"/> <input type="checkbox"/>	

4. Stock					Please Tick Yes No	Office Use
Cost Value of trading stock on hand as at Interim Date (Ex GST)					\$ _____	
Market Value of trading stock/livestock on hand as at Interim Date (Ex GST)					\$ _____	
Livestock Numbers	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 either of the above, have you provided payment schedule, tax invoice, finance documents and/or payout documents?					<input type="checkbox"/> <input type="checkbox"/>	

6. Fixed Assets & Equipment					Please Tick Yes No	Office Use
Did you acquire any equipment, improvements or fixed assets this period?					<input type="checkbox"/> <input type="checkbox"/>	
Did you sell or trade-in any of these assets during the period?					<input type="checkbox"/> <input type="checkbox"/>	
Did you 'scrap' or take any of these assets for personal use this period?					<input type="checkbox"/> <input type="checkbox"/>	
Did you have any legal changes in relation to your assets this period?					<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			Please Tick Yes No	Office Use
Did you take any goods for private use?			<input type="checkbox"/> <input type="checkbox"/>	
Description _____				
<u>Details of Business v Private Use</u>	<u>Business %</u>	<u>Private %</u>		
Telephone/Mobile	_____ %	_____ %		
Electricity Paid & Solar Rebate Income	_____ %	_____ %		
Internet	_____ %	_____ %		
Motor Vehicle _____	_____ %	_____ %	Odometer 31/3/2024	
Year of Logbook _____ Rego No _____				
Motor Vehicle _____	_____ %	_____ %	Odometer 31/3/2024	
Year of Logbook _____ Rego No _____				
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 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"/>	
*NB relevant buy/acquire and sell/dispose date is date of contract				

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10. Personal Income Tax Information	Please Tick Yes No	Office Use
Details of salary and wage income – your most recent year-to-date pay slip showing tax withheld (or ETP Payment documentation) <i>Please note if your employer has lodged using STP we should already have this electronically.</i>	<input type="checkbox"/> <input type="checkbox"/>	
Government Allowance such as JobSeeker, Youth Allowance and Austudy.	<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 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 Distribution Statements	<input type="checkbox"/> <input type="checkbox"/>	
Private health fund – Do you have private health insurance hospital cover?	<input type="checkbox"/> <input type="checkbox"/>	
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 already notified your Fund of the amount you intend to claim?	<input type="checkbox"/> <input type="checkbox"/>	
<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>		
Dependent Children full names, dates of birth, and if started/finished school.		

Are you registered with Centrelink to receive Family Tax Benefit?	<input type="checkbox"/> <input type="checkbox"/>	

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11. Finalisation and Acknowledgement	Please Tick		Office Use
	Yes	No	
I have fully completed this checklist and provided all indicated 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