

BBC – Year End Accounts Data Checklist 2026

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 *(Electronic/PDF versions preferred)*

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

☐ ☐

Copy of bank reconciliation(s) at 30 June.

☐ ☐

If you use cheques, details of any cheques not presented by 30 June 2026

☐ ☐

Copy of all bank, loan and card statements from 1 July 2025 to 30 June 2026
*Please ensure that you include the statements showing the **30 June** balance.*

Bank statements?

☐ ☐

Loan statements?

☐ ☐

Credit card statements?

☐ ☐

Copies of all Activity Statement workings.

☐ ☐

2. Employer Wages, Super, and Contractors *(Electronic/PDF versions preferred)*

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)?

☐ ☐
☐ ☐

Copy of Payment Summary Statement sent to ATO. (if not done via STP).

☐ ☐

Copies of Payment Summaries issued to staff (if not done via STP).

☐ ☐

Copy of Taxable Payments Annual Report (for building/construction, courier, cleaning, road freight, IT, or security/investigation/surveillance businesses that have paid contractors).

☐ ☐

Have you obtained a valid ABN for all payments for services from a contractor, or withheld No ABN Withholding Tax if not?

☐ ☐

Amount of employee super paid since 30 June 2026 for previous quarters

\$ _____

Do you use the Small Business Super Clearing House for all employees?

☐ ☐

If not, please provide a breakup of all payments to all superfunds for all employee super contributions from 1 July 2025 to 30 June 2026
Provide a printout of each payment, or provide a list on the following page.

☐ ☐

Alternatively, provide login details for your SuperStream provider:

☐ ☐

SuperStream Provider Name: _____

Username: _____ Password: _____

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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 transactions not already recorded in your accounting system? Such as credit card expenses, cash or "Alternative Payment Platform" income or expenses (ie Paypal, Wechat, Stripe, etc). Provide details if so.	☐ ☐	
Do you have any amounts owing to you (debtors) and/or amounts you owe to others (creditors) at 30 June 2026?	☐ ☐	
Do you record Debtors and Creditors in your Accounting System?	☐ ☐	
If not in your accounting system, have you provided us with a list of debtors and creditors at 30 June 2026? <i>Please complete, or provide similar details as, the template on the last page.</i>	☐ ☐	

4. Stock	Please Tick Yes No	Office Use																																								
Cost Value of trading stock on hand at 30 June (Ex GST)	\$ _____																																									
Market Value of trading stock or livestock on hand at 30 June (Ex GST)	\$ _____																																									
<table border="1"> <thead> <tr> <th>Livestock Numbers</th> <th>Cattle</th> <th>Horses</th> <th>Pigs</th> <th>Other</th> </tr> </thead> <tbody> <tr><td>Opening Stock</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>Purchases</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>Natural Increase</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>Sales</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>Deaths</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>Rations</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>Closing Stock</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	Livestock Numbers	Cattle	Horses	Pigs	Other	Opening Stock	_____	_____	_____	_____	Purchases	_____	_____	_____	_____	Natural Increase	_____	_____	_____	_____	Sales	_____	_____	_____	_____	Deaths	_____	_____	_____	_____	Rations	_____	_____	_____	_____	Closing Stock	_____	_____	_____	_____		
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Rations	_____	_____	_____	_____																																						
Closing Stock	_____	_____	_____	_____																																						
Have you been forced to sell livestock due to the drought?	☐ ☐																																									

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?	☐ ☐	
Did you pay out any finance (leases/hire purchases/chattel mortgages)?	☐ ☐	
If Yes to either of the above, have you provided payment schedule, tax invoice, finance documents and/or payout documents?	☐ ☐	

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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?	☐ ☐	
Did you sell or trade-in any of these assets during the year?	☐ ☐	
Did you 'scrap' or take any of these assets for personal use the year?	☐ ☐	
Did you have any legal changes during the year in relation to your assets?	☐ ☐	
If Yes to any of the above, have you provided copies of tax invoices, legal documentation and/or descriptions of scrapped/sold/traded assets?	☐ ☐	
7. Private Use	Please Tick Yes No	Office Use
Did you take any goods for private use?	☐ ☐	
Description _____		
Please complete details of business and private use for the following:		
	Business % Private %	
Telephone/Mobile	_____ % _____ %	
Internet	_____ % _____ %	
Electricity Paid (& any Solar Rebate Income)	_____ % _____ %	
Motor Vehicle _____	_____ % _____ %	Odometer 30/6/2026
Year of Logbook _____ Rego No _____		_____
Motor Vehicle _____	_____ % _____ %	Odometer 30/6/2026
Year of Logbook _____ Rego No _____		_____
8. Insurance	Please Tick Yes No	Office Use
Have you provided copies of all tax-deductible insurance policies?	☐ ☐	
9. Investments & Real Estate	Please Tick Yes No	Office Use
Did you acquire* any new investments or Real Estate during the year?	☐ ☐	
Did you dispose* of any investments or Real Estate during the year?	☐ ☐	
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?	☐ ☐	
<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>	☐ ☐	
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.	☐ ☐	
Government Allowance such as JobSeeker, Youth Allowance and Austudy.	☐ ☐	
Details of <u>tax-free</u> 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, 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>	☐ ☐	
Newly acquired rental property –purchase contract and settlement letter and quantity surveyors' report.	☐ ☐	
Work-related deductions – eg uniforms, work-related travel, income protection insurance, union dues, motor vehicle log book and expenses.	☐ ☐	
Home Office - ____ hours per week x ____ number of weeks	☐ ☐	
Details of purchase and sale of assets (including shares and cryptocurrency)	☐ ☐	
Investments – Managed Fund annual tax statements.	☐ ☐	
Private health fund – Do you have private health insurance hospital cover?	☐ ☐	
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 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?	☐ ☐	
This <u>MUST</u> be provided before we can lodge your tax return. <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?	☐ ☐	

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11. Finalisation and Acknowledgement	Please Tick Yes No	Office Use
I have completed this checklist and provided all required documentation.	☐ ☐	

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