



YEAR END CHECKLIST

To make sure that we achieve prompt delivery of your work, it is important that your records are complete and that all supporting documentation is included. The checklist below, while not exhaustive, is intended to assist you with collating your information.

PERSONAL

Income	Deductions	Rebates
<ul style="list-style-type: none"> <input type="checkbox"/> Gross wages, allowances, earnings and tips <input type="checkbox"/> Lump sum and termination payments <input type="checkbox"/> Government Centrelink payments (pensions, parenting payment, Newstart and sickness benefits) <input type="checkbox"/> Interest and dividends received <input type="checkbox"/> Asset sales (e.g. shares and real estate) including acquisition and disposal dates and costs <input type="checkbox"/> Annuities (allocated pensions from a superannuation fund) <input type="checkbox"/> Managed Fund Annual Tax Statements 	<ul style="list-style-type: none"> <input type="checkbox"/> Investment and property expenses (detail interest claims) <input type="checkbox"/> Subscriptions, memberships and union fees <input type="checkbox"/> Car expenses (including logbook where necessary) <input type="checkbox"/> Travel diary for any interstate or overseas trips where trip exceeds 5 nights <input type="checkbox"/> Work-related employment expenses such as clothing, education and four week diary of internet and phone usage <input type="checkbox"/> Donations of \$2 or more 	<ul style="list-style-type: none"> <input type="checkbox"/> Private Health Insurance Annual Tax Statement <input type="checkbox"/> Changes in dependants (i.e. children under 18 years of age or fulltime students up to 25 years of age) <input type="checkbox"/> Spouse income where we do not prepare their return

BUSINESS

Income	Deductions	Liabilities
<ul style="list-style-type: none"> <input type="checkbox"/> Trading income <input type="checkbox"/> Other income (e.g. rent and interest) <input type="checkbox"/> Stock on Hand, including any stock loss <input type="checkbox"/> Work-In-Progress 	<ul style="list-style-type: none"> <input type="checkbox"/> Advertising expenses <input type="checkbox"/> Repairs and maintenance <input type="checkbox"/> Salaries <input type="checkbox"/> Rates, land tax and insurance premiums <input type="checkbox"/> Interest on loans <input type="checkbox"/> Bad debts written off <input type="checkbox"/> Lease expenses <input type="checkbox"/> Superannuation contributions 	<ul style="list-style-type: none"> <input type="checkbox"/> New loans and their purpose, including any new lease or chattel mortgage agreements <input type="checkbox"/> Statements from lenders detailing the opening and closing balances of any loans held during the financial year <input type="checkbox"/> Creditors as at 30 June
Assets		
<ul style="list-style-type: none"> <input type="checkbox"/> Details of depreciable assets acquired and/or disposed of <input type="checkbox"/> Debtors as at 30 June <input type="checkbox"/> Bank statements 		