

Client Details

Client name:.....

Financial year:/...../.....

Contact No:.....Email:.....

Accounting Software Details

Accounting software version:.....

Accounting software username:.....

Accounting software password:.....

Accounting software backup:.....Attached

Bank/Loan Statements

Have all bank accounts been reconciled up to the 30 June 2011.....Yes/No

All bank statements for the period 01/07/2010-30/06/2011:..... Attached

All loan statements for the period 01/07/2010-30/06/2011:.....Attached

Plant & Equipment

List of plant & equipment sold/purchased during the year.....Attached

Copy of finance contracts for any equipment purchased during the year..... Attached

Copy of invoices regarding the purchase/sale of plant during the year..... Attached

Wages as reported on PAYG annual payment statement

PAYG annual summary statement as at 30 June 2011..... Attached

All employee payment summary statements as at 30 June 2011..... Attached

Debtors/Creditors

Is the balance at 30 June 2011 correct.....Yes/No

Is the debtors/creditors account's reconciled.....Yes/No

Please provide a list of your debtors/creditors as at 30 June 2011 (the figures should be net of GST)

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Stock on Hand – please provide numbers

	Sheep	Cattle	Pigs	Other
Opening Balance @ 01/07/10				
Plus: Purchases				
Plus: Natural Increase				
Less: Sales				
Less: Killed for rations				
Less: Deaths				
Closing Stock @ 30/06/11				

Business use: Private vehicles

Provide details of private vehicles	Rego no:	Private use %
Motor Vehicle - 1		
Motor Vehicle - 2		

Motor Vehicle - 3			
Motor Vehicle - 4			

Please Note:

Vehicle log books are valid for 5 years only. If the 2010/11 year is the first year that you are using the log book, it must cover at least 12 continuous weeks.

Business use: Services

Provide details of private services		Private use %
Electricity		
Fuel		
Insurance		
Rates		
Telephone		

Additional Information

- Copies of all BAS forms & accompanying work papers for the financial year.....Attached
- June milk statement (if applicable).....Attached
- Vehicle log book (if applicable).....Attached
- All contracts/settlement statements for property purchased/sold during the year..... Attached
- All documentation regarding any investments made during the year..... Attached

ITR Information

Income

- Payment summaries..... Attached
- Australian government pensions & allowances details.....Attached

Superannuation income stream/lump sum payment summaries..... Attached

Capital Gains details – Original purchase & sale information needed..... Attached

Details of interest received:

Details of dividends received (or reinvested on your behalf)

Company	Date Paid	Unfranked Dividends	Franked Dividends	Franking Credits	TFN Amount

Managed fund /trusts annual tax statements..... Attached

Rental property income & expenditure summary..... Attached

Foreign income..... Attached

Deductions

Please provide details regarding your work related car expenses, work related travel, work related

Bank	Account number	Amount	Joint Names?

uniform expenses, work related education expenses, interest deductions, dividend deductions, personal superannuation contributions and gifts and donations, as well as any other work related expenses in the following schedule.

Date Incurred	Description	Amount

Additional Information

Private health insurance statement.....Attached

Education tax refund details..... Attached

Medical expenses receipts - (NB: You can claim 20% of your eligible expenses, over \$2000).....
.....Attached

FMD deposits & withdrawals details..... Attached

Please provide any details of any investments made during the year..... Attached

Has there been a change in your personal details? If so, note these changes in the space below.

Please provide any other information that you feel will be integral to the preparation of your 2010/11 tax return.

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Please sign and date once all information has been checked and collated

X.....

Date: / / 2011