

2017 Business End of Year Checklist



ENTITY DETAILS		
Client Name:		
Name of Entities Held:		
_____	TFN: _____ ABN: _____	
_____	TFN: _____ ABN: _____	
_____	TFN: _____ ABN: _____	
_____	TFN: _____ ABN: _____	
Phone No:	Mobile:	
Email Address:		
Home Address:		
Postal Address:		
Full Name of Spouse:	Spouse Date of Birth	
Date of Marriage (if married during year):	Spouse Taxable Income 2017	
Your Bank Account Details (to receive any tax refund electronically) (list for each entity)		
BSB (Must be 6 digits)	Account Number	Account Name
_____	_____	_____
_____	_____	_____
_____	_____	_____

RECORDS TO BE PROVIDED TO MCFILLIN & PARTNERS		
	Information Provided	Not Applicable
Back up copy of program file (MYOB / XERO / QUICKBOOKS / RECKON etc including password and program version)	<input type="checkbox"/>	<input type="checkbox"/>
Itemised list of all assets purchased and sold if not detailed in the computer program (ie date, description, cost, trade in details, amount received etc)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of all new HP, Lease or Loan Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Bank Statement as 30 June for all accounts and bank reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
A complete list of Debtors / Creditors at 30 June indicating amount owing and what for, eg. \$330 for Telephone bill (if not included in your computer system)	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Log Book indicating business use percentage for the year (if not provided previously or if new log book)	<input type="checkbox"/>	<input type="checkbox"/>
Kilometres travelled during the year for business and size of car engine if claiming by c/km method	<input type="checkbox"/>	<input type="checkbox"/>
Relevant business use percentage for home telephone etc	<input type="checkbox"/>	<input type="checkbox"/>
Summarised Petty Cash Book if used – Total and cross add all columns	<input type="checkbox"/>	<input type="checkbox"/>
Health Fund Statement	<input type="checkbox"/>	<input type="checkbox"/>

QUESTIONS TO REVIEW AND ANSWER

Please review the following questions and if you answer "Yes" to any of them, please provide full details.

	Yes	No <input type="checkbox"/>
<p><i>Has any business income been banked to an account other than the main business bank account?</i></p> <p><i>Details:</i> _____ _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Has any income been received in cash and not banked?</i></p> <p><i>Details:</i> _____ _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Were any cheques received towards the end of the year which had not been banked by 30 June?</i></p> <p><i>Details:</i> _____ _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Have any business expenses been paid for from private funds, credit card or cash that have not already been included?</i></p> <p><i>Details:</i> _____ _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Have there been any cheques written that have not been mailed out by 30 June?</i></p> <p><i>Details:</i> _____ _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Have you incurred legal fees or borrowed money in this period?</i></p> <p><i>Details:</i> _____ _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Have you, or any relative, or your family trust, or any company that you, or they, have shares in, received any goods or services from the business which has not been charged or paid for at normal market price?</i></p> <p><i>Details:</i> _____ _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Have you signed any agreements for hire purchase, the sale or purchase of land or any other assets, loans, or any agreement of any sort that may, or may not, have involved the payment or receipt of a deposit during this period?</i></p> <p><i>Details:</i> _____ _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>