Business End of Year Checklist

MCFILLIN & PARTNERS
CERTIFIED PRACTISING ACCOUNTANTS

ENTITY DETAILS *(to be completed only if details not provided on New Client Card or reporting a change if existing client)*	
Individual Full Name:	
Name of Entities Held: __________________________________ *ABN:*________________ __________________________________ *ABN:*________________ __________________________________ *ABN:*________________ __________________________________ *ABN:*________________	
Phone No:	*Mobile:*
Email Address:	
Home Address:	
Postal Address:	
Full Name of Spouse/Defacto Partner:	
Date of Marriage/Defacto if commenced during year ………/…………/………..	*Spouse/Defacto Taxable Income 2018* $…………………………….

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	☐	☐
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)	☐	☐
Copies of all new HP, Lease or Loan Agreements	☐	☐
Bank Statement as 30 June for all accounts and bank reconciliation	☐	☐
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)	☐	☐
Motor Vehicle Log Book indicating business use percentage for the year (if not provided previously or if new log book)	☐	☐
Kilometres travelled during the year for business and size of car engine if claiming by c/km method	☐	☐
Relevant business use percentage for home telephone etc	☐	☐
Summarised Petty Cash Book if used – Total and cross add all columns	☐	☐
Health Fund Statement	☐	☐

The following information needs to be provided either by phone or via Client Secure Portal (do not email for security/privacy reasons)

- ***Bank Account Details ie BSB, Account Number & Account Name***
- ***Tax File Numbers***
- ***Date of Births for you and your spouse/Defacto Partner***

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BUSINESS 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*
Has any business income been banked to an account other than the main business bank account? *Details:* ______________________	☐	☐
Has any income been received in cash and not banked? *Details:* ______________________	☐	☐
Were any cheques received towards the end of the year which had not been banked by 30 June? *Details:* ______________________	☐	☐
Have any business expenses been paid for from private funds, credit card or cash that have not already been included? *Details:* ______________________	☐	☐
Have there been any cheques written that have not been mailed out by 30 June? *Details:* ______________________	☐	☐
Have you incurred legal fees or borrowed money in this period? *Details:* ______________________	☐	☐
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? *Details:* ______________________	☐	☐
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? *Details:* ______________________	☐	☐

Business End of Year Checklist

INDIVIDUAL INFORMATION		
Income	***Information Provided***	***Not Applicable***
PAYG payment summaries (eg from employers)	☐	☐
Lump sum payments (eg employment termination payment)	☐	☐
Other salary income (includes any directors' fees, commissions, tips etc)	☐	☐
Partnership distribution statement & copy of partnership's tax return	☐	☐
Trust distribution statement & copy of trust's tax return	☐	☐
Documentation regarding foreign source income, foreign assets or property	☐	☐
Bank statements stating interest earned, including for term deposits	☐	☐
Dividend statements	☐	☐
Employee share scheme statements	☐	☐
Managed fund annual tax statement and capital gains tax statement	☐	☐
Buy/sell contract notes for shares (if any shares were sold)	☐	☐
Work-related Deductions		
Details of depreciable assets bought during the year (eg laptops)	☐	☐
Details and receipts for home office expenses	☐	☐
Professional journals/trade magazines	☐	☐
Professional memberships/subscriptions	☐	☐
Receipts for continuing professional development courses and seminars	☐	☐
Receipts for self-education expenses	☐	☐
Receipts for other work-related deductions eg protective clothing, uniform expenses, tools and equipment and travel	☐	☐
Vehicle logbook for motor vehicle expenses (if using the logbook method)	☐	☐
Other Deductions	***Information Provided***	***Not Applicable***
Receipts for donations of $2 and over to registered charities	☐	☐
Expenditure incurred in managing tax affairs (eg tax agent fees)	☐	☐
Expenditure incurred in earning interest, dividend and other investment income	☐	☐
Income protection insurance premiums	☐	☐
Rental Properties		
Date when property was purchased, including details of co-ownership if applicable	☐	☐
Period property was rented out during the income year	☐	☐
Records detailing rental income (annual statement from property agent)	☐	☐
Loan statements for property showing interest paid for the income year	☐	☐
Expenses incurred such as water charges, land tax and insurance premiums	☐	☐
Details of depreciable assets bought or disposed of during the year	☐	☐

If the property was disposed of during the income year, information relating to dates and costs associated with the disposal of the property	☐	☐
Offsets/Rebates		
Details of any superannuation contributions for spouse	☐	☐
Details of medical expenses where the total exceeds $2,265 (after Medicare & Private Health Fund rebates) relating to disability aids, attendant care or aged care only	☐	☐
Details of dependants, including their age, occupation and income	☐	☐
Private health insurance statement (and details of prepaid premiums)	☐	☐
If Operating As a Sole Trader		
Cashbook, which includes records of drawings taken before the business takings were banked	☐	☐
Copies of Business Activity Statements lodged	☐	☐
Copies of PAYG summaries for employees	☐	☐
Details of any Government grants, rebates or payments received	☐	☐
Details of superannuation contributions for employees	☐	☐
Details of any assets purchased, including date of purchase and amount	☐	☐
Payments of salaries and superannuation to associates	☐	☐
Records from accounting software (eg trial balance, profit & loss and balance sheet	☐	☐
Statements of all liabilities of the business	☐	☐
Notice of superannuation contributions for self-employed persons	☐	☐
Other Information		
Copies of Instalment Activity Statements lodged	☐	☐
Any other information that you think is relevant	☐	☐