

Thinking ahead and responding rapidly.



YEAR END INFORMATION FOR BUSINESS

Trading Name and/or Surname: _____

Please tick and complete appropriate boxes and enclose relevant documents. Please attach a separate list if there is insufficient space on this form.

ACCOUNTS PAYABLE (CREDITORS)

Accounts **owing** but not paid as of 30 June 2016 including **deferred** payments.

To Whom Owing	Amount	GST	Expense Details

UNPRESENTED CHEQUES

Cheques written in **June 2016** but appearing on the **July 2016** bank statement. Cheques that haven't been entered into computer.

Cheque Number	Amount	GST	Details

ACCOUNTS RECEIVABLE (DEBTORS)

Sales made but not received as of 30 June 2016.

To Whom Owed	Amount	GST	Income Detail

BAD DEBTS WRITTEN OFF: 1 JULY 2015 – 30 JUNE 2016

(Not included in debtors figure)

Name	Address	Amount	GST	Reason Written off

Note: Above Debtors and Creditors information only required if not able to be obtained from cashbook program.

PRIVATE MOTOR VEHICLES

(Private family cars and utes under 1 tonne carrying capacity)

Please include the following information in respect of each private motor vehicle. If insufficient space, please use back of page.

	Vehicle 1	Vehicle 2	Vehicle 3
Make of vehicle			
Registration number			
Odometer reading at 30 June 2016 or at date of disposal			
Approx. rate of fuel consumption			

Note: For vehicles acquired during year please include date of purchase and odometer reading at date of purchase

Expenses in connection with vehicles in respect of year ended 30th June, 2016.

	Vehicle 1	Vehicle 2	Vehicle 3
Fuel			
License			
Insurance			
Repairs/Service			

Cash on hand (30 June 2016)

Cash register /s float \$ _____

Unbanked takings \$ _____

Total \$ _____

Stock on hand (at cost)

\$ _____ (per stocktake)

Work in progress (at cost)

\$ _____

STATEMENTS AND OTHER DOCUMENTATION

Please enclose copies of the following (if applicable)

- Bank statements as at 30 June 2016 (for all applicable accounts)
- New chattel mortgage agreements, hire purchase agreements or equipment loan agreements
- Lease agreements
- New bank loan facility agreements
- Tax invoices of all plant and equipment purchased/sold
- Insurance schedules listing all business items insured—including workers indemnity
- PAYG withholding summary statement
- Grants/subsidies
- Bank loan statements for the full financial year
- Land purchase/sale documents (contracts & settlement statement)

PERSONAL TAX RETURN

Please tick and complete appropriate boxes and enclose relevant documents. Please attach a separate list if there is insufficient space on the form.

- Interest**
Personal bank accounts, including term deposits and savings accounts.

Bank/Institution	Account Name	Branch	Account Number	Interest Amount 1 July 2015 – 30 June 2016

- Dividends**
Please enclose all dividend statements received in the 2015/2016 year, all stockbrokers buy and sell contracts and documents relating to share entitlement offers, taken up during year.
- Trust and managed funds distribution statements**
e.g. BT Portfolio, Colonial, Bunnings Property Trust, Macquarie Investment Funds etc.
- Rental property statements**
(Preferably agents annual summary)
- Payment summaries**
(Group certificates)
- Centrelink benefits**
- Deductions**
- Superannuation – please also provide documentation**



Fund Name	Policy Number	Amount Paid

- Margin lending statement**
- Income protection insurance**
- Donations**
- Other deductions paid through personal accounts**
eg: work clothes, etc

Paid To	For	Amount Paid

- Private health annual statement**
- New rental property**
Please enclose copies of purchase documents.