



Central Force PTY LTD
chartered accountants

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**Chartered
Accountants**

2016 INCOME TAX RECORDS CHECKLIST FOR BUSINESS

CLIENT NAME:

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Liability limited by a scheme
approved under Professional
Standards Legislation

2016 CHECKLIST SUMMARY

1	Bank Statement for each of your bank accounts showing the 30 June 2016 balance.	
2	All loan statements for the 12 months 1 July 2015 to 30 June 2016.	
3	Farm management deposit statements showing interest, new deposits / withdrawals.	
4	Contracts for sale or purchase of property made during the year including solicitor's letters etc.	
5	Copy of all new lease/asset purchase agreements.	
6	Trade in details and invoices for equipment sold during the year.	
7	Rental property annual statements forwarded to you by your real estate agent.	
8	Copy of Payment Summaries for wages you earned for the year.	
9	Copy of all business insurance policies.	
10	Private Health Rebate Statement.	
11	All Dividend Statements for any shares held.	
12	If computerised, your backup data with all bank accounts reconciled to 30 June 2016.	
13	Details of Family Tax Benefit claimed, any Government Pensions or similar income.	
14	Bank Account Details for each individual tax return – required in the event of any ATO refunds. (Please see Page 5)	
15	Superannuation contribution deduction notification (applicable if you have made superannuation contributions and you intend to claim them)	

DEBTORS LISTING 30 JUNE 2016

Debtors are people who **owe you** money at 30 June and include such items as:

- Credit Sales not received at 30 June.
- Contract work complete and invoiced up to 30 June but not received as at 30 June.
- Livestock sales prior to June for which proceeds are not received until after 30 June.
(Please advise the number of head sold and provide net proceeds after all fees and charges).
- Crop sales prior to 30 June for which money has not been received by 30 June.

**IF YOU HAVE UP TO DATE DEBTORS OR ACCOUNTS RECEIVABLE ON YOUR COMPUTER BACKUP,
PLEASE DO NOT COMPLETE THIS MANUAL LIST.**

Debtor Name	Details of Goods or Services incl. number of Livestock if applicable	Gross Amount Incl. GST		GST	Code (Office use only)
		\$	¢		

CREDITORS LISTING 30 JUNE 2016

Creditors are the people who **you owe** money to as at 30 June.

**IF YOU HAVE UP TO DATE CREDITORS OR ACCOUNTS PAYABLE ON YOUR COMPUTER BACKUP,
PLEASE DO NOT COMPLETE THIS MANUAL LIST.**

Creditor Name	Details of Goods or Services incl. number of Livestock if applicable	Gross Amount Incl. GST		GST	Code (Office use only)
		\$	¢		

MOTOR VEHICLE INFORMATION 30 JUNE 2016



Name:		Signature:	
Address:			

Types of Vehicles which require a log book:

- Sedan Motor Cars
- Station Wagons
- Panel Vans
- Utilities (less than 1 tonne)
- Other vehicles designed to carry a load of less than 1 tonne or fewer than 9 passengers, excluding motorbikes.

Vehicle	Vehicle 1	Vehicle 2	Vehicle 3
Type of Vehicle:			
Make			
Model			
Registration Number			
Speedo reading 30 June 2016			
Was the vehicle purchased during the year?	Yes / No	Yes / No	Yes / No
Was the vehicle sold during the year?	Yes / No	Yes / No	Yes / No
Logbook maintained?	Yes / No	Yes / No	Yes / No
If yes, has it been:	a) Sent in already	Yes / No	Yes / No
	b) Included with your records	Yes / No	Yes / No
If vehicle purchased during year, please provide all documentation including: <ul style="list-style-type: none"> • Speedo reading on date of purchase • Finance Contract • Purchase Price • Trade-in details & amount 			
	\$	\$	\$
If vehicle sold during year, please provide all documentation including: <ul style="list-style-type: none"> • Sale Documentation • Where were sale proceeds deposited • Speedo reading at date of sale 			

STOCK ON HAND 30 JUNE 2016

PLEASE PROVIDE DETAILS OF STOCKTAKE COMPLETED AT 30 JUNE, DETAILS OF CLOSING STOCK CALCULATION OR REASONABLE ESTIMATE WHERE APPLICABLE

STOCK ON HAND AT COST PRICE (EXCLUDING GST)

RETAIL (for non primary producers)	\$
<ul style="list-style-type: none"> Retail Trading Stock – at cost per stocktake <u>or</u> estimate value 	
OTHER – Please Specify	
•	
•	
•	

2015/2016 LIVESTOCK DETAILS

ITEM		CATTLE NUMBERS	HORSE NUMBERS	OTHER NUMBERS
A	Opening stock (per closing numbers last year)			
B	Purchases			
*C	Natural increase			
D	SUBTOTAL (A+B+C)			
E	Sales			
*F	Deaths			
*G	Killed for Ration			
H	SUBTOTAL (E+F+G)			
*I	CLOSING STOCK (D-H)			

* PLEASE COMPLETE AT LEAST ITEMS (C, F, G & I)

BANK ACCOUNT DETAILS

Bank Account Details for each individual tax return are now required in the event of an ATO refund. The ATO will no longer issue cheques. Please complete details below if not provided last year, or if your account details have changed.

BANK ACCOUNT DETAILS	
<u>Individual 1</u>	
Account Name	
BSB	
Account Number	

<u>Individual 2</u>	
Account Name	
BSB	
Account Number	

These details are required to be shown on your Income Tax Return and will be kept strictly confidential by our firm.