

LETIZIA PALMER

CHARTERED ACCOUNTANTS

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BUSINESS 30 JUNE 2016 TAXATION CHECKLIST

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| Client Name: | |
| Company Name: | |

Below is a list of certain basic information and documents, which we would like you to present to us. Please consider all questions and return this form when you present your books and records to our office.

| IF YOU DO NOT USE MYOB (OR ANOTHER ACCOUNTING PACKAGE) THEN SEND US |
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| <ul style="list-style-type: none">· All business bank statements for all accounts, covering the entire financial year, ie 01/07/15 to 30/06/16. |
| <ul style="list-style-type: none">· Details of all deposits, in particular mark the bank statements for any deposits that are not income. |
| <ul style="list-style-type: none">· All cheque butts showing payees, what the payment was for and the amount of the cheque as well as the GST paid if applicable <p>OR</p> <ul style="list-style-type: none">· If you have a cash book then send your cash payments sheets with details of all cheques for the full year. |
| <ul style="list-style-type: none">· Details of all direct debits on the bank statements (mark the bank statements), eg,<ul style="list-style-type: none">· Superannuation· HBF· Loan repayments etc. |
| <ul style="list-style-type: none">· PAYG Payment Summaries issued to employees and Annual Reconciliation if prepared |
| <ul style="list-style-type: none">· Details (if any) of all receipts and payments not reflected in the business bank account(s), eg,<ul style="list-style-type: none">· Sales that were not banked into the business account.· Business expenses paid by visa card etc.· Items purchased using money out of till etc.· Items purchased with your own funds. |
| <ul style="list-style-type: none">· If applicable, send all of your Bartercard statements for the year. |
| <ul style="list-style-type: none">· If applicable, advise the amount of stock on hand at 30 June 2016 at cost. |
| <ul style="list-style-type: none">· The total of accounts receivable (debtors) as at 30/06/16 (ie, invoices dated before 30/06/16, but monies not received until after 30/06/16 or still not received). |

| IF YOU DO NOT USE MYOB (OR ANOTHER ACCOUNTING PACKAGE) THEN SEND US (continued) |
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| · The total of accounts payable (creditors) as at 30/06/16 (ie, suppliers invoices dated before 30/06/16, but not paid until after 30/06/16 or still not paid). |
| · Liability verification documents, eg, <ul style="list-style-type: none"> · Bank statements for loans · Details of any new lease and hire purchase agreements · Mortgage details. |
| · Details of assets purchased or sold during the year (include any supporting documentation). |
| · Percentage (if any) of private vehicle usage (taken from log book). |
| · Copies of all BAS Statements and IAS Statements for the year. |
| · Copies of any PAYG payments made during the year. |
| · Any other data you consider relevant to your financial affairs. |

| IF YOU USE AN ACCOUNTING SOFTWARE PACKAGE, PLEASE SEND US: |
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| · MYOB (or equivalent) |
| · * Backup of your file reconciled up to 30 June 2016. |
| · Quickbooks |
| · * Backup disk reconciled up to 30 June 2016. |
| · * Bank Reconciliation report printed out to 30 June 2016. |
| Note: Please ensure no entries are dated prior to 30 June 2016 after you have sent us your disk |
| * * * PLUS * * * |
| · Statements for business loans for the year |
| · Details of any new loan agreements entered into during the year. |
| · If applicable, advise the amount of stock on hand at 30 June 2016. |
| · Copies of (or a summary of) PAYG Payment Summaries issued to employees and the Annual Reconciliation if prepared. |
| · Percentage (if any) of private vehicle usage (taken from log book). |
| · Copies of all BAS Statements and IAS Statements for the year. |
| · Any other data you consider relevant to your financial affairs. |

Early completion of your financial statements will assist your tax planning and cashflow forecasts.