



Love & Partners

CHARTERED ACCOUNTANTS

Checklist for Records to bring to Interview

	Individual Tax Records	Check
1.	PAYG Withholding Payment Summary for: <ul style="list-style-type: none"> • Salary and wage employment • Ensure Salary Sacrifice amounts appearing correctly on PAYG Summary • Eligible termination payments • Government Allowances • Pensions or Annuities 	
2.	Gross Interest: <ul style="list-style-type: none"> • Bank Statements or a summary of interest received • Name of each bank account – held in your name • Name of each bank account – held in joint names 	
3.	Dividends: <ul style="list-style-type: none"> • Dividends Received - we need Dividend Statements • If shares were sold refer to point number 20 	
4.	Other Income: <ul style="list-style-type: none"> • Sickness and accident policy payments 	
5.	Trust and Partnership Distributions: <ul style="list-style-type: none"> • Managed fund distribution statements – “Annual Taxation Statement” • Note: Annual Tax Statement generally not received until late September 	
6.	Work Related Car Expense: <ul style="list-style-type: none"> • Car type • Kilometers travelled to a maximum of 5000km • Logbook business use percentage • If travelling more than 5000km: Date & Purchase Price of vehicle and details of motor vehicle expenses. (Fuel, Repairs & Maintenance, Registration & Insurance). 	
7.	Travel Expenses: <ul style="list-style-type: none"> • Road tolls • Car parking • Meals, accommodation and incidental expenses incurred while travelling overnight for work • Actual costs for use of borrowed or hired car 	
8.	Work Related Uniform, Occupation Specific or Protective Clothing. Laundry and Dry Cleaning Expenses: <ul style="list-style-type: none"> • Compulsory uniform • Protective Clothing (including sun protection) 	
9.	Self Education Expenses: <ul style="list-style-type: none"> • Textbooks • Stationery • Student Union Fees • Course Fees • Depreciable items used for self education purposes eg filing cabinet, computers 	
10.	Other Work Related Expenses: <ul style="list-style-type: none"> • Union Fees • Tools • Equipment eg computer equipment • Telephone • Expenditure of allowances received 	



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Individual Tax Records (cont..)		Check
11.	Donations: <ul style="list-style-type: none"> • Name of body • Date and Amount of donation 	
12.	Accounting Fees for Taxation Purposes	
13.	Private Health Insurance Statement	
14.	Medicare levy reduction or exemption certificate	
15.	Personal Superannuation contributions if an investor or self employed <ul style="list-style-type: none"> • Name of Fund • Super Funds Australian Business Number (ABN) • Amount of contribution • Date Contributed to Fund 	
16.	Medical Expenses, if greater than \$2000	
17.	Details of Sickness and Accident or Income Protection Insurance premiums	
18.	Details of Primary & Secondary School costs if in receipt of FTB Part A	
19.	Foreign Income details	
20.	Capital Gains Tax <ul style="list-style-type: none"> • Date and \$ amount of any equipment sold • Date, \$ amount and number of any shares sold AND their Purchase Date, \$ amount and number • Date, \$ amount of any real estate sold (except principal place of residence) and the purchase date and cost 	
21.	Rental Property <ul style="list-style-type: none"> • Annual Real Estate Agent rental summary if available OR • Monthly Income and Expense statements including: <ul style="list-style-type: none"> ○ Rental Income ○ Bond money retained in lieu of rent and Insurance payout or reimbursement of rental expenses ○ Expenses (for example) : Advertising, Bank Charges, Body Corporate Fees, Borrowing Costs, Council rates, Equipment Purchased, Gardening and Lawn mowing, Interest paid on money you borrowed for the rental property, Insurance, Land Tax, Legal Fees, Pest Control, Property Agent Fees or Commission, Repairs or Maintenance, Stationery, Telephone, Water Charges and Travel expenses to inspect the property • Valuation Report for Capital works and Depreciation • If rental property was sold, refer to point number 20. 	

Checklist for Records to bring to Interview

New Clients		Check
1.	Copy of last year tax return lodged including tax assessments, notices and any other Taxation Office correspondence.	
2.	Copies or details of current investment purchases including shares, managed funds, rental properties and other investments.	



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Checklist for Records to bring to Interview

	Business Records	Check
1.	For records kept manually, bring in: <ul style="list-style-type: none"> Your cashbook, and Any other documentation from point number 5 down 	
2.	For records kept on a computer package, bring in: <ul style="list-style-type: none"> A backup of your data file (Diskette, CD or USB storage device) Clearly labelled which package, which version and password (if applicable), and Any other documentation from point number 3 down Please complete the section below "Details of Data Backup" if bringing in computerised data files.	
3.	Print out of Profit & Loss and Balance Sheet for the year at 30 th June. (Accrual, Net of GST) Plus General Ledger (unless very large).	
4.	Print out of comparison figures for the prior year.	
5.	Bank Reconciliation and Bank Statement at 30 th June.	
6.	A list of Debtors (i.e. Invoices that were raised prior to June 30 th for which you did not receive payment until after 30 th June).	
7.	A list of Creditors (i.e. Accounts that you owed at 30 th June but which were paid after 30 th June).	
8.	A copy of your Stocktake as at 30 th June.	
9.	Details of Work in Progress as at 30 th June.	
10.	Details of Cash on Hand as at 30 th June.	
11.	Loan Statements to Support closing balance at 30 th June.	
12.	Investment and Dividend Statements.	
13.	New loan documents. (Lease, Hire Purchase, Chattel Mortgage or Loan)	
14.	New Motor Vehicle, documents as above plus Purchase Contract.	
15.	Copies of documents relating to Sale or Purchase of Assets.	
16.	Review alterations of depreciable Assets. (e.g. Items scrapped)	
17.	Copies of Business Activity Statements (BAS) for the four quarters.	
18.	Copy of PAYG Annual Payment Summary.	

DETAILS OF DATA BACKUP

When using diskettes or CD, please use newly formatted media.

Software Package: _____

Version Number: _____

(Select - Help & About to identify the version number of your software package)

Password: _____ (if applicable)

File name of data: _____

Bookkeeper name & phone number: _____