CTC ACCOUNTANTS
TAX & BUSINESS SERVICES

2016 BUSINESS CHECKLIST

1 July 2015 - 30 June 2016

The following checklist is a guide to help you provide all the documents necessary for us to complete your 2016 taxation work. Should you have any queries please do not hesitate to contact our office on (02) 6583 8533.

Item Required	Enclosed Y/N	Client Comments if any
General:		
-Most recent backup of MYOB or other electronic accounting file (Please indicate the program, version & password)		
-Reconciled cashbook (if not using electronic accounting software)		
-Copies of June 2016 bank statements		
-Copies of bank reconciliation(s) as at 30 June 2016		
-Value of closing stock and/or work in progress as at 30 June 2016		
-Trade Creditor & Trade Debtor listings as at 30 June 2016		
-All business loan statements (for the period 1 July 2015 through to 30 June 2016)		
Income:		
-Details of any Government industry payments/rebates		
-Statement of rental income received (if applicable)		
-Details of all asset disposals (inc. sale price and date of sale)		
-Buy/Sell contracts for any shares purchased or sold during the financial year		
-Dividend statements (if applicable)		
-Managed investment annual taxation statements & CGT reports		
-Details of income from foreign sources (if applicable)		
Expenses:		
-Copies of PAYG Payment summaries issued to employees and Annual PAYG Payment Summary Statement		
-Details of superannuation paid for employees & directors		
-Agents statements for rental properties		
-Lease & Hire Purchase agreements for all new asset purchases		
-List of bad debts to be written off as at 30 June 2016		
-Log book(s) - if applicable		
-Travel diary for travel expenses (if applicable)		
-Details of all insurance policies		

Form continues - please turnover

Item Required	Enclosed Y/N	Client Comments if any
Private use:		
-Please provide details & dollar amounts of goods taken for private use (if applicable)		
Other information:		
-If there is any other information that you consider relevant, please attach		
If we are preparing your returns for the first time, please provide:		
-the most recent financial statements prepared for each entity		
-the last income tax return lodged for each entity		
Transactions not recorded through the business:		
Were all sales, fees & income banked and expenses paid through the business bank account?		Yes / No
If no, please provide:		
-A summary of these expenses & how they were paid (e.g. private cash / credit card etc)		
-A summary of revenue received & not banked through the business trading account		
Completion of accounts:		
-Please indicate when you require the accounts to be completed		

Please note this list is not an exhaustive list just merely a guide to help you bring in the required documentation.