



Reports and Online Accounting Software

If you are using the Reckon Accounting Desktop software, provide a backup of your latest file. If you do not use Reckon desktop, and are not using a cloud based software we will require the following reports

- (Cash) Profit and Loss 01/07/2022 – 30/06/2023
- (Accruals) Profit and Loss 01/07/2022 – 30/06/2023
- (Cash, if available) Balance Sheet at 30/06/2023
- (Accruals) Balance Sheet at 30/06/2023
- (Cash, if available) Balance Sheet at 30/06/2022 (for comparative)
- (Accruals) Balance Sheet at 30/06/2022 (for comparative)
- DETAILED General Ledger/Transaction List for 01/07/2022 – 30/06/2023
- Aged Debtors/Receivables List at 30/06/2023
- Aged Creditors/Payable List at 30/06/2023

If you are using cloud based software and are a new client or new to the software, please contact this office so we can organise login details to access your data.

Additional Records Required

Written records of all **business transactions including** cash out of pocket expenses, private credit card transactions, savings accounts with interest or other institutions loan statements and cash management accounts. Ensure transactions involving both business and private use have been correctly split to record the tax deductible amount, the appropriate GST credit and private use. These split items include - vehicle (refer to log book if applicable) phone & electricity (estimate fixed dollar or %), insurances (refer farm pack breakdown for private residence.)

Equipment & Vehicle Purchases and Sales or Trade Ins

From your records prepare a list showing make, model numbers, new or used equipment together with any trade-in details. Check to ensure appropriate GST treatment during the year.

Borrowing's and Loans

Supply all new and existing business loan bank statements and any new finance agreements taken out during the year. Full details of all loan establishment costs are also necessary.

Investments including Interest, Dividend and Unit Trust Income

Provide copies of all dividend advice slips including dividend reinvestment advices together with any annual taxation statements received from managed unit trusts (issued mostly around November or later)

Ensure all savings and investment books are provided and updated to 30 June 2023. Details of all deposits and withdrawal entries must be provided if they are business related together with term deposit confirmations and renewal advices.

Trading Stock

Provide the value and basis of valuing trading stock (goods held for resale and materials used in manufacture).

Complete the following livestock schedule:

	On Hand at Year Start 01/07/2022	Purchased During Year	Natural Increase	Sold	Deaths & Missing	Killed for Rations	On Hand at Year End 30/06/2023
Cattle							
Bulls							
Stud Cattle							
Horses							
Other							

Wages and Superannuation

Confirm you are lodging your STP **per payroll** and have lodged the year end finalization. Check quarterly superannuation payments to ensure payments have been on time as late payments are not allowable deductions. Ensure all software updates have been done to allow for STP Phase 2.

Self Employed Superannuation Tax Deductions and Co-Contribution Claims

A tax deduction cannot be made without confirmation from the Super Fund showing the deduction to be claimed.

Capital Gains on Investments and Property

Where there has been a sale or disposal of real estate, shares, units in a managed trust please provide a list showing for each item the sale price, the cost price, dates purchased and sold or disposed. For real property disposals we require details of additions to the property (veranda, car port), purchase and selling expenses. Also note any change in use of real estate from private to investment and any inheritances of property.

Rental Properties

If details of rental property income and expenses are not recorded by this office, please provide all details. A rental property schedule to assist can be emailed upon request or downloaded from our website.

Other Business Matters

Work Cover Declarations should have been lodged and paid by 31 August 2023.

Up to date Log Books – please confirm that all necessary vehicle log books are less than 5 years old and/or that your business vs private use hasn't changed by 10%.