



Contact: _____

Preferred phone: _____

Email: _____

Financial Year - 1 July 2010 - 30 June 2011

(All year information requests relate to this period, unless otherwise noted)

| GENERAL / BALANCE SHEET | Provided (Y/N) | Further details |
|--|----------------|--|
| <p>Financial Records:</p> <ul style="list-style-type: none"> • Cash book / Xero; or • MYOB / QuickBooks / Other software reports (Backup/Copy); or • Detailed Excel Dissection (Cash book) <p>VERSION: _____</p> <p>USER ID: _____</p> <p>PASSWORD: _____</p> | | <p>Important: Information which is not summarised or dissected may not be accepted. Our fees will significantly increase if we are required to summarise your information.</p> <p>Our Business Services team may be able to assist you to prepare your records – please contact our office.</p> |
| <p>Have you reviewed your MYOB / QB / Xero records or Cash book (and/or summaries) – Do they appear reasonable?:</p> <ul style="list-style-type: none"> • Have all bank accounts/loans been reconciled? • Is the turnover correct? • Do the expenses look right? • Do the categories of expenses look correct when comparing to prior years? • Does the overall profit look right? • Have you excluded private transactions? • Are there any account balances (Balance Sheet) that are in your records that are incorrect or no longer exist? | | <p>Provide details of any concerns.</p> <p>If you are unsure of how to review the reports, please contact your accountant.</p> |

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|--|----------------|---|
| <p>Ensure all bank accounts and loan accounts have been reconciled as at 30 June 2011 (must be reconciled exactly as at 30 June 2011, not just to statement closing date).</p> <p>Reconcile credit cards where applicable.</p> <p>Attach the bank reconciliation and Bank Statement as at 30 June 2011 for all accounts. Only the bank statement showing the balance at 30 June is required.</p> | | <p>Important: Without a complete and accurately reconciled bank account, we cannot commence your work.</p> |
| <p>Attach all Term Deposit Certificates for the year (All Statements).</p> | | |
| <p>Provide copies of all loan statements for the period 1 July 2010 to 30 June 2011.</p> | | <p>Please attach the relevant documents</p> |
| <p>Do you maintain a petty cash system? Has it been reconciled? Have expenses been appropriately allocated?</p> | | <p>NB: A large Petty cash expense or asset account normally indicates uncategorised transactions.</p> |
| <p>Is any money owed to your business as at year end (i.e. Accounts Receivable/Debtors)?</p> <p><i>If you use MYOB or QB, this can be printed from your system.</i></p> | | <p>Attach list or Report</p> <ul style="list-style-type: none"> Names Amount How long has it been outstanding |
| <p>Identify amounts in the above list that may be Bad Debts/Uncollectable?</p> | | |
| <p>Do you owe any money as at year end (i.e. Accounts Payable/Creditors)?</p> <p><i>If you use MYOB or QB, this can be printed from your system.</i></p> | | <p>Attach list or Report</p> <ul style="list-style-type: none"> Names Amount How long has it been outstanding |
| <p>Please provide details of assets purchased during the year where they cost greater than:</p> <ul style="list-style-type: none"> \$1,000 (GST Excl) for Small Business Entity (SBE) taxpayers (turnover < \$2m); or \$100 (GST Excl) for each item for non-SBE taxpayers (turnover > \$2m). <p>Examples of typical assets include office furniture, computer equipment, machinery & tools.</p> <p>If you are unsure whether you are a SBE taxpayer, please contact our office.</p> | | <p>Attach list or Report</p> <ul style="list-style-type: none"> Asset description: Date Purchased: Amount: |

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|---|----------------|--|
| <p>Were any new Motor Vehicles purchased/leased during the year?</p> <p>Please attach all documentation for any chattel mortgage loans, hire purchase and lease arrangements, including the tax invoice (where applicable)?</p> | | <p>Please provide for new motor vehicles:</p> <ul style="list-style-type: none"> • MV Make & Model • Rego No • Date Purchased • Amount • Copy of Invoice • HP or Lease Agreement |
| <p>Please provide details of any assets scrapped or sold during the year.</p> <p>Review last years Depreciation Schedule from your accountant (provided with your copy of the financial statements) – indicate items scrapped or sold.</p> | | <p>Attach list or Report</p> <ul style="list-style-type: none"> • Asset description • Date Sold • Amount |
| <p>Please check all loans to/from related parties - are they correct?</p> <p>We recommend you print out a list of the transactions for each loan and provide a description for each transaction. Store this safely with your other records.</p> | | <p>Are all loans still current?</p> <p>Do loan accounts between related entities reconcile / agree to each other?</p> |
| <p>Please provide full details of the miscellaneous or suspense/sundry accounts.</p> <p>Print out a list of the transactions in this account and provide a description of each entry. These items should be re-allocated where possible.</p> | | <p>Attach list or Report</p> <ul style="list-style-type: none"> • Date • Transaction Description • Amount |
| <p>INCOME</p> | | |
| <p>Please provide details of any other unusual or one-off income amounts received during the year.</p> <p>If personal/other external funds have been injected into the business during the year and included in an income account, please provide details for the same.</p> | | |

| EXPENSES | Provided (Y/N) | Further details |
|---|----------------|--|
| Please provide details of any unusual or one-off expenses which have occurred this year. | | <i>Please provide details</i> |
| <p>If you used a Motor Vehicle for business purposes, please provide the following for each vehicle:</p> <ul style="list-style-type: none"> • Registration Number • Business Use Percentage (supported by a logbook)* • Total Kilometres travelled for the year • Business Kilometres travelled for the year • Engine size <p>* A logbook must be a written record of all travel kept for a representative 3 month period. The logbook and business % is valid for 5 years.</p> | | |
| Did your business incur any legal fees this year? If so, please provide details of each legal expense item (i.e., this expense was for lease renewal or debt collection fees). | | |
| Are there any other expenses your business may be entitled to claim (i.e. Costs on a private Credit Card not yet included in the system)? | | |
| Please review your Repairs & Maintenance account/ transactions – please provide a description for items greater than \$300. | | |
| Has the business paid for any of your private costs during the year (e.g., interest on private loans, home electricity or travel costs)? If these are included in expense accounts, please identify and provide details of the same, or advise the private use percentage for the relevant accounts. | | |
| <p>Were telephone, mobile phone and internet expenses for business purposes only?</p> <p>If not, please provide the business use percentage for each.</p> | | <p>Please provide:</p> <ul style="list-style-type: none"> • Telephone business % • Mobile phone business % • Internet business % |
| STOCK & WORK IN PROGRESS | | |
| Do you have stock on hand at year end? If so, what is the GST Exclusive value of the Stock (at cost value)? | | <i>If so, please provide a stock listing.</i> |
| Are there any stock items that have been or will be scrapped? | | <i>If so, please provide a stock listing.</i> |

| STOCK & WORK IN PROGRESS | | |
|---|----------------|--|
| Do you have Work in Progress (WIP) as at 30 June 2011? If so, please provide the value of work in progress (GST Exclusive) as at 30 June 2011. | | <i>This normally applies to builders, construction and related industries, manufacturing firms and professional service firms.</i> |
| INVESTMENTS | Provided (Y/N) | Further details |
| Do you or your business entity have any investments (i.e., MLC Investments, Share Portfolios etc)? | | <i>Please attach all year end tax summary statements & all dividend statements.</i> |
| WAGES | | |
| Please provide copies of all employees' PAYG Payment Summaries (Group Certificates) OR the PAYG Payment Summary Annual Report submitted to the Australian Taxation Office. | | <i>Ensure the total amount agrees to your business reports (gross wages expense amount) and the BAS for the year.</i> |
| Are any Fringe Benefits provided to employees or their associates (i.e., accommodation, private use of motor vehicles, gifts greater than \$300 so-on)? | | <i>Please provide details.</i> |
| If you are subject to Payroll Tax, please provide a copy of the Annual Reconciliation form (Payroll Tax Annual Return) and supporting documentation. | | |
| SUPERANNUATION | | |
| Is the superannuation on employee wages (including owner's wages) correct? | | <i>It is normally 9% of your gross wages amount. If not, please provide a brief description of why.</i> |
| What is the amount of superannuation owing (unpaid) as at 30 June 2011? Does this agree to your MYOB/QB report? | | <i>If not, you should investigate why.</i> |
| Have you identified Reportable Employer Superannuation Contributions (RESC) payments? Are these correctly reported on the PAYG Payment Summaries (Group Certificates)? If not, please correct the PAYG Payment Summaries and contact the ATO. | | <i>Payments above the mandatory 9%.</i> |

| GST | | |
|---|--|---------------------------------------|
| <p>Did you have any trouble preparing your BAS or were unsure of the GST reported? If so, please briefly outline items you would like us to check.</p> <p>Items to consider:</p> <ul style="list-style-type: none"> • GST claims on motor vehicles is limited to \$5,224. Any vehicle costing more than \$57,466 will have the GST claim capped. • Have you incorrectly claimed GST on loan repayments (including Motor Vehicle repayments) • Have you claimed GST on stamp duty incorrectly? • Have you claimed GST on private expenses? • Have you incorrectly claimed GST on ASIC filing fees or donations. | | |
| RECORDS | | |
| <p>Was providing the above information easy? If you had some difficulty understanding the reports, please contact our office for assistance.</p> | | |
| OTHER | | |
| <p>Please provide a brief summary of how you believe your business has gone this year.</p> <p>Has your turnover increased/decreased? Have you entered a new market? Are you expecting a higher/lower profit? Have you struggled to maintain your costs? Has cash-flow been good or poor? Did you employ more staff this year? (and so-on)</p> <p>As part of our standard service, Holmans will explain to you your financial statements and items of concern we have at the time of signing your income tax returns (either briefly over the phone or in our normal sign-up meeting). By providing the above you will be assisting our general understanding of your business.</p> <p>However, if you would like us to review any specific areas as part of completing the Financial Statements, please indicate which items you wish to discuss.</p> | | <p><i>Please provide details.</i></p> |