



Certified Practising Accountants

T: 03 9889 5422  
F: 03 9889 5466  
ABN 21 109 303 814

PO Box 95 Burwood VIC 3125  
1414 Toorak Road Camberwell VIC 3124

## 2009 YEAR END CHECKLIST FOR BUSINESS TAX CLIENTS

### DETAILS REQUIRED:

Yes/No

- |     |  |                          |
|-----|--|--------------------------|
| 1.  | Back up of Data File on Floppy Disk or CD from MYOB / An Accountants Copy for Quickbooks users / Cashbook for Manual Systems. Version Number _____<br>_____ Password _____   | <input type="checkbox"/> |
| 2.  | Bank Statements for all business accounts or Bank Reconciliation Summary as at 30th June 2009 including 30th June Bank Statement.  | <input type="checkbox"/> |
| 3.  | Loan Statements for borrowings (existing and new) incurred by the business.  | <input type="checkbox"/> |
| 4.  | Contracts for acquisitions of major items of plant, equipment and vehicles.  | <input type="checkbox"/> |
| 5.  | Hire Purchase / Chattel Mortgage or Lease Documents.   | <input type="checkbox"/> |
| 6.  | <u>Investment Allowance</u><br><ul style="list-style-type: none"> <li>• Any new assets purchased, installed &amp; ready for use between 13<sup>th</sup> December 2008 – 30 June 2009</li> <li>• If financed, provide CHP, Chattel Mortgage or Lease documents</li> </ul> | <input type="checkbox"/> |
| 7.  | Details of Investments bought or sold during the year, eg Shares, Managed Funds.   | <input type="checkbox"/> |
| 8.  | Wages Records to Include PAYG Annual Summary and Copies of all PAYG Summaries issued to employees.   | <input type="checkbox"/> |
| 9.  | Workcover Declaration & Certification Return.  | <input type="checkbox"/> |
| 10. | Review 2008 Depreciation Schedule and highlight items that are obsolete.   | <input type="checkbox"/> |



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**DETAILS REQUIRED (continued):**

**Yes/No**

- |   |                          |
|---|--------------------------|
| 11. Closing stock figure as per your stocktake as at 30th June 2009.  | <input type="checkbox"/> |
| 12. Details of your Trade and Non Trade Creditors as at 30th June 2009, not required if maintained by a computerised system | <input type="checkbox"/> |
| 13. Details of your Trade and Non Trade Debtors as at 30th June 2009, not required if maintained by a computerised system.  | <input type="checkbox"/> |
| 14. Fringe Benefits Motor Vehicle Declaration.  | <input type="checkbox"/> |
| 15. Dividend Notices relating to Dividend Income received during the year.  | <input type="checkbox"/> |
| 16. Statement of Distributions cash account + tax statement, relating to Income from Managed Funds.                         | <input type="checkbox"/> |
| 17. Rental Income annual statement & details of expenses including interest to bank.  | <input type="checkbox"/> |
| 18. Contracts of Purchase / Sale of Properties and Statement of Adjustments.  | <input type="checkbox"/> |
| 19. Term Deposits / Commercial Bill Statements  | <input type="checkbox"/> |
| 20. Annual Statements from Timbercorp and other Agri Business Investments   | <input type="checkbox"/> |
| 21. Any other information suitable in assisting with preparation of return  | <input type="checkbox"/> |

22. Items relating to Personal Returns:



- a. Private Health Insurance - Tax Statement
- b. Medical Expenses Summary from Medicare and Private Health Insurance if greater than \$1500.
- c. Dividend Statements.
- d. Details of Purchase or Sale of shares & properties.
- e. Details of Children / Dependents - Names and D.O.B.
- f. Rental Income / Expense details.
- g. Details of children born last year.
- h. Education Tax Refund (see note below).
- i. Family Tax Benefit (FTB) (see note below).

Education Tax Refund

Parents and approved care organisations can claim a 50% refund on their eligible expenses up to: \$750 per year (a maximum tax refund of \$375 per primary school child) and \$1500 per year (a maximum refund of \$750 per secondary school child). To be eligible you must have received family tax benefit (FTB) Part A for the child, or a payment was made from Centrelink for the child that stopped them from receiving FTB Part A for that child. Independent students may also be eligible to claim the Education Tax Refund. For further information, please contact us.

Family Tax Benefit (FTB)

From 1 July 2009 the Tax Office will not accept any family tax benefit claims, including current and earlier year claims. You must claim FTB through the Family Assistance Office for the year starting 1 July 2008 and future years. For further information please contact the FAO on 13 61 50 or visit their website at [www.familyassist.gov.au](http://www.familyassist.gov.au)