



ULTIMATE

TAX & ADVISORY

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Ultimate SK Pty Ltd trading as Ultimate Tax & Advisory

ABN: 55 613 415 437

ULTIMATE ACCOUNTS CHECKLIST

Below is a business checklist of items that may assist you in collating your documents in order for us to process your 2018 financial statements and income tax returns

Once completed, you may email the completed copy and accompanying documents to us at office@ultimate-tax.com.au or print out and mail the documents to us

BANK ACCOUNTS

For each bank account please provide:

- Bank Reconciliation Report @ 30/6/18
- Bank Statements @ 30/6/18

CASH ON HAND

Please advise how much cash on hand was held at the 30/6/18 \$ _____

TRADE DEBTORS

- Receivables Reconciliation [Summary] @ 30/6/18

STOCK ON HAND

- Stock on hand at 30/6/18

PREPAYMENTS

- Did you have any expenses over \$1000 which relate (wholly or partly) to future tax years? (This does not apply to vehicle registrations and workers compensation insurance).

If so please detail below and/or enclose contracts etc (eg: insurance papers)

Date	Nature of expense	Period (dates from/to)	Amount

DEPRECIATION SCHEDULES

- Review the attached depreciation schedule and note below any assets no longer held.

Date sold (or scrapped)	Amount	Asset number/description per the attached schedule

- Additions (it may be easier to print relevant Xero/MYOB/Quickbooks account(s) and add details as required.

Date purchased	Amount	Asset description

TRADE CREDITORS

- Payables Reconciliation [Summary] @ 30/6/18

GST

- Provide copies of BAS Statements lodge to the ATO for the year
 Have last years BAS adjustments been made? (Y/N) _____

If yes, in which BAS period were the adjustments made?

LOANS/ADVANCES TO SHAREHOLDERS/ASSOCIATES BY A PRIVATE COMPANY

- Have you or your associate drawn money out of the company [loan or advance] for any private purpose?
 Do you have a formal loan agreement in place that meets the requirements of "Division 7A"? (please attach a copy if you have not already provide one to us)

If you have answered yes to the first question and no to the second you may have a debit loan problem (Div 7A). There are a number of options to overcome this problem, please contact us to discuss which option is appropriate for you.

BANK LOANS

For each bank loan please provide:

- Loan Statement @ 30/6/18

HIRE PURCHASE/ CHATTEL MORTGAGE

- Did you purchase a new car or other equipment and had the purchase funded by a Hire Purchase arrangement or a Chattel Mortgage?
 If yes please provide a copy of the agreement

EMPLOYEE WAGES PAID

- Copy of your PAYG payment summary statement for the year ended 30th June 2018
- Confirm this agrees to your BAS's lodged
- Confirm this agrees to your Xero/MYOB/QuickBooks cashbook

EMPLOYEE SUPERANNUATION PAID

Generally an employer must pay superannuation equal to 9.5% of Total Gross Wages

- Has the 9.5% been paid?
- Has any of this amount been paid after 30/6/18? If so, date paid: _____

MOTOR VEHICLES

Please list all your motor vehicles below:

Rego No.	Make/Model	Owner	Odometer readings		Business Use %
			30/06/2017	30/06/2018	

- Has a log book been kept for any of the above? If so please attach the log book or advise the details.
- Did you purchase or sell a motor vehicle in 2017/18? If so please attach a copy of the purchase/sale contract and finance agreement.

PRIVATE EXPENSES

Did you have any private use for the following expenses:

	Details	Private Use %
Electricity (home office)		
Telephone		
Internet		
Other		

LEGAL FEES

If using an electronic cashbook please print this account and detail what the legal fees were for.

For those with a manual cashbook please list the transactions for legal fees including a description of the services.

REPAIRS & MAINTENANCE

If using an electronic cashbook please print this account and detail what the larger repairs were for.

For those with a manual cashbook please list the transactions for repairs and detail what the larger repairs were for.

TRAVEL

For those using an electronic cashbook please print this account and advise the % of business use and the nature of the trip.

For those with a manual cashbook please list the transactions for repairs and detail what the larger repairs were for.

XERO/MYOB/QUICKBOOKS DETAILS

Version: _____

User Name: _____

Password: _____

Backup has been emailed to office@ultimate-tax.com.au

Please send the MYOB file using <http://free.mailbigfile.com/> and follow the prompts (This will be easier and quicker to send large files rather than on a disk or via email)

PRIOR YEAR ADJUSTMENTS

Have last years Adjustment Journals been made (prior to the above backup)?

Liability limited by a scheme approved under Professional Standards Legislation.