

Business Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Preferred Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Financial Year – 1 July 2016 to 30 June 2017**  
 (All references to “year” relate to the above period  
 unless otherwise stated)

GENERAL / BALANCE SHEET	Provided (Y/N)	Further Details
Financial Records: <ul style="list-style-type: none"> <li>• Cashflow Books; or</li> <li>• MYOB / QuickBooks / Xero / other software reports (backup / copy); or</li> <li>• Detailed Excel dissection (cashflow book)</li> </ul> VERSION: _____ USER ID: _____ PASSWORD: _____		<p><b>Important:</b> Information which is not summarised, dissected or reconciled may increase the cost to prepare your Financial Statements and Income Tax Returns.</p> <p>If you require assistance to prepare your records – your friendly Holmans accountant will be happy to assist you.</p>
Have you reviewed your MYOB / QuickBooks / Xero records or Cashbook (and / or summaries) – do they appear reasonable? <ul style="list-style-type: none"> <li>• Have all bank accounts / loans been reconciled?</li> <li>• Is the income correct? Ie, is the Body Corporate salary consistent (1 per month or 2 per month if you receive mid month amounts)</li> <li>• Do the expenses look right?</li> <li>• Do the categories of expenses look correct when comparing to prior year?</li> <li>• Does the overall profit look right?</li> <li>• Have you excluded private transactions?</li> <li>• Are there any account balances (Balance Sheet) that are in your records that are incorrect or no longer exist?</li> </ul>		<p>Please provide details of any areas of concern.</p> <p>If you are unsure of how to review the reports, your friendly Holmans accountant will be happy to assist you.</p>

<p>Ensure <b>all</b> bank accounts and loan accounts have been reconciled as at 30 June 2017 (must be reconciled exactly as at 30 June 2017, not just to statement closing date).</p> <p>Reconcile credit cards where applicable.</p> <p>Attach the bank reconciliation and <b>Bank Statement as at 30 June 2017</b> for <b>all</b> bank accounts. Only the bank statement showing the balance at 30 June 2017 is required.</p>		
<p>Attach <b>all</b> Term Deposit Certificates for the full year (all statements).</p>		
<p>Provide copies of <b>all loan</b> statements for the period 1 July 2016 to 30 June 2017.</p>		
<p>Do you maintain a Petty Cash System? Has it been reconciled? Have expenses been appropriately allocated?</p>		<p><b>Note:</b> A large petty cash expense or asset account normally indicates uncategorised transactions.</p>
<p>Please provide a copy of the Settlement Statement and legal fees invoice in relation to the purchase of your Management Rights (if you have not already done so).</p>		<p><b>Note:</b> This should have been provided to you by your Solicitor at settlement.</p>
<p>Please provide the June 2017 Monthly Managers Income Summary.</p>		<p><b>Note:</b> This report is printed from your Trust Account software and will show the balance in the Trust Account (ie, Managers Loan) (if any) as at 30 June 2017.</p>
<p>Do you owe any money as at year end (ie, Accounts Payable / Creditors)?</p> <p>If you use MYOB, QuickBooks or Xero, this can be printed from your system. If you operate a manual system, please provide an Excel spreadsheet.</p>		<p><b>Attach list or report</b></p> <p>Names: Amount: How long has it been outstanding:</p>

<p>Please provide details of assets purchased during the year where the cost (per item) was:</p> <ul style="list-style-type: none"> <li>• Less than \$20,000 (excluding GST) for Small Business Entity (SBE) taxpayers (turnover &lt; \$10m);</li> <li>• \$100 (excluding GST) for non-SBE taxpayers (turnover &gt; \$10m).</li> </ul> <p>Examples of typical assets include office furniture, computer equipment, machinery &amp; tools.</p> <p>If you are unsure whether you are a SBE taxpayer, please contact our office.</p>		<p><b>Attach list or report</b></p> <p>Asset description: Date purchased: Amount:</p> <p><i>(If your data file has appropriate descriptions and memo information then use this as your report).</i></p>
<p>Were any <b>new</b> motor vehicles purchased / leased during the year?</p> <p>Please attach <b>all</b> documentation for any chattel mortgage loans, hire purchase and lease arrangements, including the tax invoice (where applicable)?</p>		<p><b>For New Motor Vehicle please provide</b></p> <p>MV Make &amp; Model: Rego No: Date purchased: Amount: HP or Lease Agreement:</p>
<p>Please provide details of any assets scrapped or sold during the year.</p> <p>Review last years Depreciation Schedule prepared by Holmans or your previous Accountant – please indicate any items scrapped or sold.</p>		<p><b>Attach list or Report</b></p> <p>Asset description: Date sold: Amount:</p>
<p>Please check <b>all</b> 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>

INCOME	Provided (Y/N)	Further Details
<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.</p>		
EXPENSES	Provided (Y/N)	Further Details
<p>Please provide details of any unusual or one-off expenses which have occurred this year.</p>		
<p>If you used a motor vehicle for business purposes, please provide the following for <b>each</b> vehicle:</p> <ul style="list-style-type: none"> <li>• Registration number</li> <li>• Business use percentage (supported by a logbook)*</li> <li>• Total kilometres travelled for the year</li> <li>• Business kilometres travelled for the year</li> <li>• Engine size</li> </ul> <p>* A logbook must be a written record of all travel kept for a representative 13 week period. The logbook and business % is valid for 5 years.</p>		<p><b>Note:</b> If you have already provided us with this information within the last 4 financial years, you do not need to do so again this year.</p>
<p>Did your business incur any legal fees this year? If so, please provide details of each legal expense item.</p>		<p><b>Example:</b> Expenses relating to lease renewal or debt collection.</p>
<p>Are there any other expenses your business may be entitled to claim? If so, please provide details of each expense item.</p>		<p><b>Example:</b> Costs relating to a private credit card not yet included in the system.</p>
<p>Please review your General Repairs &amp; Maintenance account / transactions – please provide a description for items greater than \$300.</p>		

Is the office on title or separate from the Manager's residence? <b>If not separate from the Manager's residence</b> , please provide your estimated percentage of the floor space of the office from the overall space from the Manager's residence?		<b>Note:</b> This information will enable us to accurately apportion the business use of interest payable on private loans, electricity, rates and Body Corporate fees.
Were telephone, mobile phone, and internet expenses for business purposes only?  If not, please provide the business use percentage for each.		<b>Please advise</b>  Telephone business %: Mobile phone business %: Internet business %:
<b>STOCK &amp; WORK IN PROGRESS</b>	<b>Provided (Y/N)</b>	<b>Further Details</b>
Do you have stock on hand at year end? If so, what is the <b>GST exclusive</b> value of the stock (at cost value)?		
Are there any stock items that have been or will be scrapped? If so, please provide a stock listing.		
<b>INVESTMENTS</b>	<b>Provided (Y/N)</b>	<b>Further Details</b>
Do you or your business entity have any investments (ie, MLC Investments, Share Portfolios, etc)?		Please attach all Year End Tax Summary statements & all Dividend statements.
<b>WAGES</b>	<b>Provided (Y/N)</b>	<b>Further Details</b>
Please provide copies of all employees' PAYG Withholding Payment Summaries (Group Certificates) OR the PAYG Withholding Payment Summary Annual Report submitted to the Australian Taxation Office.		Ensure the total amount agrees to your business reports (gross wages expense amount) and the BAS for the year.
Are any Fringe Benefits provided to employees or their associates? If so, please provide details.		<b>Example:</b> Private use of motor vehicles, accommodation, gifts greater than \$300, etc.
If you are subject to Payroll Tax, please provide a copy of the Annual Reconciliation form (Payroll Tax Annual Return) and supporting documentation.		

SUPERANNUATION		Provided (Y/N)	Further Details		
<p>Is the Superannuation on employee wages (including owner's wages) correct?</p> <p>This is normally 9.5% of your gross wages amount.</p>			<p><b>Note:</b> If not 9.5% of gross wages, please provide a brief explanation of any variance.</p>		
<p>What is the amount of Superannuation owing (unpaid) as at 30 June 2017? Does this agree to your MYOB / QuickBooks / Xero report?</p>			<p>If not, please investigate and advise.</p>		
<p>Have you identified Reportable Employer Superannuation Contributions (RESA) payments? Are these correctly reported on the PAYG Payment Summaries (Group Certificates)? If not, please correct the PAYG Payment Summaries and contact the ATO.</p>			<p><b>Note:</b> This relates to payments above the mandatory 9.5%.</p>		
GST		Provided (Y/N)	Further Details		
<p>Did you have any trouble preparing your BAS or were unsure of any GST claim made? If so, please briefly outline items you would like us to check.</p> <p>Items to consider:</p> <ul style="list-style-type: none"> <li>• GST claims on motor vehicles is limited to \$5,234. Any vehicle costing more than \$57,581 will have the GST claim capped.</li> <li>• Have you incorrectly claimed GST on loan repayments (including motor vehicle repayments)?</li> <li>• Have you claimed GST on Stamp Duty incorrectly?</li> <li>• Have you claimed GST on private expenses?</li> <li>• Have you incorrectly claimed GST on ASIC filing fees or donations?</li> </ul>					
RECORDS					
<p>How would you rate the ease of collating and providing the above information?</p>					
1	2	3	4	5	
I was born to do this	I guessed all the responses	Our bookkeeper did it	I'd rather mow the lawns	Pour me a drink	

## OTHER INFORMATION

As part of our service commitment to you, we will explain the information contained in your Financial Statements and any items we identify which are of concern.

This will take place at the time of signing your income tax returns (either via telephone or during a face-to-face meeting).

In addition, if you would like us to review any specific area of your business as part of completing your Financial Statements, please indicate which area(s) you would like us to investigate.

By providing us with the above information, we gain a greater understanding of your unique personal and business circumstances, thus enabling us to deliver higher levels of service and proactive advice.

### **Brisbane:**

P: 3041 1311

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### **Gold Coast**

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### **Noosa**

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### **Maroochydore**

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