



Year End Business Accounts – Sole Trader
Client Checklist

Trading Name (if applicable): _____

Please complete your contact details below to ensure our database is up to date:

Address: _____

Email: _____

Phone: _____

Table with 2 columns: Question and Client to complete. Rows include questions about due dates, MYOB/QuickBooks usage, online version, back up copy, stock on hand, and motor vehicles.

Total cost of MV	\$ _____ (please supply a tax invoice if available)
Km's travelled	Approximately how many business kms would you travel in the vehicle per week? _____ kms on average for _____ weeks of the year.
Do you have a log book?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES please attach. What is your business use percentage _____% If yes have you provided MV running expenses such as fuel, registration, insurance, repairs etc
Is the vehicle financed?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES - Please provide documents of finance or the following information: Total amount financed \$ _____ Term of the loan _____ Number of payment per year _____ Date of first payment _____ Do you have a balloon payment at the end? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ _____
Did you sell any Motor Vehicles or other assets during the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No Number of items sold _____ Details attached for each item– <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you purchase any other plant or equipment for your business during the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of items purchased
Please provide details of what was sold, date, proceeds received and any finance paid out.	Details attached for each – <input type="checkbox"/> Yes <input type="checkbox"/> No



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Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all your Activity Statement lodgments up to date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are your superannuation contributions for any employees paid to date <i>Payment for June quarter should be paid in full by 28th July 2018</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If NO: – please advise when payments were made _____ – Have you lodged a Superannuation Guarantee Charge Statement for each quarter that your super was late. <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you make any super contributions for yourself during the 2017/2018 financial year? <i>Please attach confirmation from your super fund.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ _____ Confirmation of Notice of Intention to Claim a Deduction from your super fund attached – <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you lodged your PAYG Payment Summaries for the year ended 30 June 2018 with the ATO? <i>Please note that for any employees (other than owner) these must be provided by the employer no later 14th July 2018.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide a copy of the summary If NO please include these documents with your documents and let us know if you need assistance with preparing

Any Additional Notes for your client manager?



2018 FINANCIAL YEAR

Our intention for 2018 financial year is to attend first to work received in a complete and comprehensive fashion. If we receive incomplete documentation, or your figures do not agree with your data files, our staff will contact you to fix these problems before we start preparation. Your accountant will not be starting work where there is missing or inadequate information.

We respectfully encourage you to work slowly through your checklist and make sure everything has been sent to us in the first instance.