

2017 Tax Return

Business Items to Consider

To assist us with being able to prepare your business accounts in a timely manner; the following are items to collate and hand to us.

Copy of bookkeeping software

- What is the name of the software?
- What version is it?
- Are there any Passwords?
- Ensure all bank accounts reconcile

Or

- Bank Statements for financial year
- Cheque Stubbs
- Annual EFT Payment Summary
- Annual Income Summary

Provide copies of the following

Bank Statement Balances as at 30th June – for all accounts including any new loans that came into existence.

Financing New Assets

If you purchased a new asset on finance please provide us with copies of:

- Tax Invoice
- Finance Contract

Do you have Employees?

Please provide us with copies of the following:

- Annual PAYG Payment Summary
- Outstanding Superannuation
- Outstanding Payroll Taxes

Trade Debtors, Creditors and Stock

Please provide us with a schedule of closing Debtors, Creditors and Stock as at 30th June.



Contractors

If you are in the building and construction industry, and make payments to contractors for their services, you are required to lodge a Taxable Payments Annual Report to the ATO by 28 August each year. Please provide us with a copy of the lodged report, or contact us for assistance to prepare this.

Superannuation

Please confirm Concessional Superannuation Contributions made as at 30th June.

You should review any Employee Salary Sacrifice arrangements you may have in place to ensure your cap is not exceeded.

Talk to us TODAY for expert assistance to prepare your Annual Financial Statements and Tax Returns.

Hayes Girling Financial

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