

# 2018 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 30<sup>th</sup> 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 30<sup>th</sup> 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 30<sup>th</sup> 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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