



Business Year End Information

Year Ended 30 June _____

Name _____

Accounts Receivable / Debtors

Amounts owed to you, excluding GST \$ _____

Accounts Payable / Creditors

Amounts owed by you, by type of expense, excluding GST

Materials/Purchases \$ _____

Telephone \$ _____

Fuel \$ _____

Repairs \$ _____

Rent \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Stock on Hand

Stock held and work in progress, excluding GST \$ _____

Valuation method (circle) Cost Market Replacement

Business & Instalment Activity Statements

Copies of all activity statements lodged with the ATO for the year, including working papers to support the statements lodged. *Not required if we do your BAS*



Motor Vehicle Odometers

Rego No	Description	Odometer	Logbook %
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Livestock

	Cattle	Sheep	_____
Opening	_____	_____	_____
Purchases	_____	_____	_____
Natural Increase	_____	_____	_____
Total	_____	_____	_____
Sales	_____	_____	_____
Deaths	_____	_____	_____
Closing Stock	_____	_____	_____
Total	_____	_____	_____

Salaries & Wages

Copies of individual statements and payment summary statement.

Superannuation

Details of super paid for all employees, including period, date and when paid.

Bank, Credit Card & Loan Statements & Documents

All statements for existing loans and documents/contracts for new loans and arrangements.

Assets - Plant / Equipment / Motor Vehicles

Review your prior year depreciation schedule, making note of any broken or disposed of items. Provide details of all assets purchased during the year including purchase invoice and documents associated with finance if applicable (statement, contract).