

TAX CHECKLIST

BUSINESS YEAR END CHECKLIST - 2011

BUSINESS DETAILS

Legal Entity Name	
Tax File Number	
Trading Name	
Contact Name	
Postal Address	
Business Address (if different to postal)	
Phone	
Mobile	
Email Address	

Instructions

The following checklist is a **guide** to ensure that we address all aspects of your financial affairs relating to your business.

1. Please check the boxes as they apply to your business
2. Please attach the supporting documents requested under each question
3. Please sign the terms of engagement on page 2
4. Please send the completed checklist and supporting documents to us
5. If you are unsure of an answer, please indicate this with a “?” and we will contact you to discuss.



15/809 Pacific Highway, Chatswood NSW 2067
 tel: (02) 94112644 • fax: (02) 9411 2633
 email: info@smeba.com.au • web: www.smeba.com.au
 abn: 90 735 998 019

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TERMS OF ENGAGEMENT

OUR SERVICE

We will prepare and lodge your financial statements and income tax return based on the information you provide to us. Our compilation includes preparing various reconciliations and working papers to ensure that the financial statements reasonably reflect the financial performance and position of your business.

SCOPE

Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that may come to our attention.

This engagement will be conducted in accordance with the relevant standards and ethical requirements of The Institute of Chartered Accountants in Australia.

CONFIDENTIALITY

The conduct of this engagement in accordance with the standards and ethical requirements of The Institute of Chartered Accountants in Australia means that information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your express consent.

OUR FEES

Our fees are based on the following hourly rates exclusive of GST:

Director	\$265/hr
Senior Accountant – qualified	\$190/hr
Senior Accountant – part qualified	\$165/hr
Intermediate Accountant	\$150/hr
Graduate Accountant	\$120/hr
Administrator	\$80/hr

Our terms of payment are 14 days from invoice date.

SIGNATURE

We agree to the terms of engagement above.

Sign: _____

Name: _____



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<i>Documents</i>	<i>Comments</i>
<p>Accounting Data</p> <p>1.1 If MYOB – Please email us a backup version of your data file. (together with version and password details)</p> <p>1.2 If XERO – Please provide us with logon details.</p> <p>1.3 If you use another system then print:</p> <ul style="list-style-type: none"> • Trial balance and profit & loss for the 12 months ending 30 June 2011. • Balance sheet, debtors, and creditors at the end of the year. • The detailed general ledger for the year 	
<p>Bank account</p> <p>2.1 Please provide us with a copy of the last bank statement for the year – all bank accounts.</p>	
<p>Credit cards</p> <p>Company credit card(s):</p> <p>3.1 Please provide a copy of the last statement for the year.(This account should be reconciled)</p> <p>Personal credit card(s):</p> <p>3.2 Where personal credit cards are being used – no need to reconcile the account but you should make sure that all business transactions have been captured in your books.</p>	



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<p>Expenses</p> <p>4.1 Have any private expenses been included in your business accounts? If so, please provide details as below:</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Telephone • Motor vehicle expenses • Mobile phone expenses • Traveling expenses • Entertainment expenses • Other (please specify) <p>Note that you need to document the basis used for apportionment of expenses.</p>	<p style="text-align: right;">Pvt%</p> <ul style="list-style-type: none"> • Y/N _____ • Y/N _____ • Y/N _____ • Y/N _____ • Y/N _____ • Y/N _____ • Y/N _____
<p>ASIC Update</p> <p>5.1 Does SME administer your ASIC compliance? If yes, then ignore 5.2 & 5.3.</p> <p>5.2 Please provide us with a copy of your latest ASIC Company Statement which confirms share capital, shareholdings, directorships & addresses.</p> <p>5.3 Under a company structure you are obliged to advise ASIC of any changes to addresses, directorships, members etc. If any changes have occurred, please provide details.</p>	
<p>Hire purchase, lease, chattel mortgage etc.</p> <p>6.1 Please forward copies of all new finance agreements.</p>	



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